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ABSTRACT

Part of a larger effort in creating a computer-based European Documentation and Information System for Education (EUDISED), the present document contains four papers proposing specifications for procedures and formats to be incorporated in the documentation standards of EUSIDED. The first is a "Preliminary Study for the Design of a Coding System to Identify the Physical Forms of Both Book and Nonbook Educational Materials." "EUDISED Format Limited Coding Version" contains proposed changes in the existing coding structure and punctuation conventions for automated bibliographic data bases. "EUDISED Film Format" includes coding procedures for films and is intended to demonstrate the adaptability of the more general EUDISED format. The last paper, "A European Information System for Nonbook Materials Suitable for Educational Use," examines the feasibility of developing information retrieval systems that will enable individuals in different countries to locate nonbook materials produced and cataloged in other EUDISED countries. (DGC)

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PRELIMINARY STUDY FOR THE DESIGN OF A CODING SYSTEM TO IDENTIFY THE PHYSICAL FORMS OF BOTH BOOK AND NONBOOK EDUCATIONAL MATERIALS

by

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May 1974

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1 Origin of the study

1.1 The study was commissioned as a result of proposals made at the final meeting of the Working Party on EUDISED Formats and Standards in July 1973 as indicated in the Working Party's Report (1);

2 Scope of the study

2.1 The commissioning brief called for a study to design a coding system for the identification of 'media types', incorporating both printed and non-printed material. Such a code was to be designed so that it could be held in positions 6-8 of the record label as defined in the EUDISED format (2). The coding to be used might be alphabetic or numeric or combined alphanumeric, and was to be planned so as to facilitate searching by broad groupings or by highly specific 'media characteristics'.

2.2 The brief also required the study to consider the work carried out in Canada and elsewhere and used to exemplify the concept in the EUDISED format, where alternative structures are shown at Appendix I.

3 A note on terminology

3.1 Confusion can arise as a result of the word 'media' being used to refer to both processes and things. In this study the term media will be used to refer to processes only (eg, the medium of print, of sound, or of television). The term 'materia' (see examples 6 and 7 in Appendix F of the Working Party's Report) is used to refer to those (educational and library) materials which are the physical records of information transmitted by means of one or more media. Thus, information transmitted via the medium of print might be stored in (for example) a book, a journal, or a wallchart; that transmitted via the medium of sound might be stored in a disc or audiotape; and that transmitted via the medium of television might be stored in a videotape.

3.2 The Working Party's terms of reference referred (page 9) to formats and standards for the interchange of information on 'educational book and nonbook materials'. These are the materia for which this study suggests an identification code.

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4 Summary of the study

4.1 It is suggested that an identification code has two functions and the requirements of these functions are discussed.

4.2 Section 7 summarises these requirements and discusses two major constraints set by the EUDISED Format which militate against their fulfilment.

4.3 It is recommended in the following section that the identification code be removed from the record label, thereby removing also the constraints of the Format. An alternative position for a two part code is suggested in the knowledge that the EUDISED Format is still in draft form and not yet operational.

4.4 A new code, the Record Target Code, is proposed for inclusion in the record label so as to indicate possible uses for the record.

4.5 Section 10 indicates some of the criteria used in the selection of materia for inclusion in the identification code, and both parts of this code are tabulated in the following section.

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5 Functions of a code

5.1 In a database which includes bibliographic records for different types of materia, an identification code placed early in each record facilitates optimum machine recognition and selection when not all types of materia are acceptable.

5.2 Depending on the use to be made of the selected records, a search will be required to retrieve either broad groupings of materia, or individual types selected according to highly specific stated characteristics.

5.3 A broadly based search will typically be made by a national bibliographic agency abstracting from the database records for such materia as books, sound discs, professional gauge films, etc, to produce bibliographies, discographies, and film catalogues respectively.

5.4 Even with such broadly based groups of materia, however, there are problems of cross-classification which are difficult to resolve. A relatively uncomplicated instance of this arises if an agency wishes to abstract bibliographic records in order to compile a national catalogue of music; the score of Beethoven's Choral Symphony is (physically) a book, the *content* of which is music. This type of problem will be referred to more fully below (P 6.5).

5.5 The second type of search, that for records of a number of types of materia selected according to highly specific characteristics, might typically be made by an academic library. For example, a subject materiography is to be compiled. A search will be made on two characteristics, by subject and by types of materia, for within the chosen subject field the library wishes to include only those types of materia exactly matching the items of equipment which are available for use.

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6 Requirements of a code

6.1 *PROVISION FOR EXPANSION*

6.1.1 Any code designed to identify different types of materia must be hospitable to considerable expansion since:

a. new types of materia are continually being developed and propounded;

b. in many areas of development there is little standardisation of equipment and consequently little compatibility between types of materia—although two materia might differ by only one of several characteristics.

6.1.2 Such considerations suggest that the code should be based on a classification of materia which is faceted rather than enumerative. A thesaurus-classification has been compiled[3] but it was not designed to be comprehensive or rigorous enough for present requirements.

6.2 *PROVISION FOR MNEMONIC ASSISTANCE*

6.2.1 The manner in which a computer orders or sorts data is not significantly affected by whether the notation of a code is:

a. alphabetic, numeric, or alphanumeric;

b. designed to provide mnemonic assistance to the encoder.

6.2.2 Neither is this important to those responsible for coding input when, as in a national agency compiling a 'pure' bibliography, data for only one or two types of materia are input. But in the field of higher education, a university library, for example, might input data for many different types of materia. (School library resources centres with integrated collections commonly stock 70-80 different types.)

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6.2.3 It is considered that accuracy of input will tend to be higher if the notation allows some mnemonic assistance to the encoder as a result of the adoption of number-building techniques. For example in the group of audiotape records, the same letter in the fifth character position always indicates that a recording is in stereo.

6.3 *COMPATIBILITY WITH EUDISED FORMAT 351 PHYSICAL DESCRIPTION FIELD*

6.3.1 The EUDISED Format has been developed from the MARC family of formats and its 351 Physical Description Field greatly extends the concept of the typical MARC Collation Field.

6.3.2 The EUDISED 351 Physical Description Field is a formal statement of elements derived from an analysis of the types of information traditionally used to describe books as physical objects.[4] As expanded and restructured, the collation field now allows the description of all materia to fit into a generalised framework, and the code proposed in this study follows the order of elements within the System Area of the 351 Field for all types of materia (See P 10.1.4 below).

6.4 *IMPLICATIONS OF THE CONCEPT OF LEVELS*

6.4.1 A more extensive development in the EUDISED Format is the highly sophisticated concept of levels, the possible uses of which were only hinted at in, for example, the BNB/MARC Format [5] (page 60).

6.4.2 The concept of levels is important since it allows, *inter alia*, a most elegant solution to one of the more intractable problems faced by educational libraries, that of documenting the so-called 'kit' or 'multi-media pack'.

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6.4.7 In educational libraries where the stock is not confined to books, this type of learning package is becoming more prevalent.

6.4.8 When a pack is documented in this manner, each of the different types of materia requires to be identified by its own code, since individual items from such packs can often be used alone, or in a different context, and it is most important that items are individually retrievable.

6.5 *SEPARATION OF PHYSICAL FORMS AND CONCEPTUAL TREATMENTS*

6.5.1 This study (as noted above, P 3) has distinguished between processes and things by using the terms media and materia in an attempt to isolate and identify the physical objects which contain recorded information and which are stored and organised in libraries.

6.5.2 The term 'large print', for example, which appears in the extract from *College Bibliocentre catalogue data base code* [7] is a medium (ie, print) differenced by the size of typeface and should not be included in a code of materia.

6.5.3 Another type of inexactitude has more far-reaching consequences. There is much confusion between the *physical form* of an object and what can be called the *conceptual treatment* of the information stored within that object. Familiar examples of physical forms are filmstrips, books, audiotapes, and transparencies. A conceptual treatment is the result of handling or manipulating information in a particular way. Dictionaries, directories, case studies, tables, diagrams, navigational charts, newsreels, and newscasts are typical conceptual treatments of information.

6.5.4 The physical form of an information container is independent of the conceptual treatment accorded the information stored within it. Both Lamy-Rousseau [8] and McMurry [9] in their classifications of audiovisual materials include conceptual treatments as though these

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were materia.

6.5.5 Levy-Rousseau includes, for example, VD DICTIONARIES AND ENCYCLOPEDIAS in the class V BOOKS. Also included are VB VOLUMES, VE CHILDREN'S BOOKS [ie, books differenced by level], VG CATALOGS [ie, a conceptual treatment], and VH LEAFLETS [correctly, a physical form]. Another conceptual treatment, PRINTED PROGRAMMED INSTRUCTION TEXTS, is placed at PE in the class P GRAPHIC MATERIALS, and cross-classification is apparent since programmed texts can also be printed on the pages of a book.

6.5.6 Cross-classification also occurs when McMurry includes, for example, LM MAP or PF PHOTOGRAPH in his code. Both are conceptual treatments of the information to be stored. Information treated cartographically can appear, *inter alia*, in books and pamphlets, on paper, liner, transparencies, slides and filmstrips, or as a three-dimensional model. Similarly, a photographic treatment of information can appear, for example, on paper, film, or as a reprographic master.

6.5.7 Confusion is compounded in F 5.1.3 of the ISO Standard [10] to which the EUDISED Format conforms. Linford's footnote (Format, page 51) correctly draws attention to the confusion between 'type of document' in the record and the 'levels present' in the record, pointing out that 'article' is a combination of type of document (journal) and level (analytical).

6.5.8 However, while 'journal' may be a type of document, it is here maintained that such a term has no place in a code of materia. The term 'journal' indicates that the publication appears periodically; physically the actual object published might be a pamphlet, book, film, microform, or sound recording. For accurate retrieval it is necessary to specify both the physical form *and* the conceptual treatment.

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6.5.9 'Map', 'picture', 'photograph', and 'journal', are terms which exemplify the difficulty of identifying most materia which result from the use of the medium of print. It is only the fact that most libraries and bibliographical agencies have until recently been single medium environments (ie, print based) which has helped mitigate the effects of the disorder.

6.5.10 That a new approach is overdue was stated in the Working Party's Report for, as a result of its close examination of the practicalities of an educational network, it accepted (page 11) that

> 'The field of educational documentation is not limited or even centred round one media type. Records for books and non-book material will be generated and exchanged within the network and undoubtedly some network centres will specialize in non-book areas. It would not therefore be appropriate to develop a system which was fundamentally book-oriented or periodical article oriented even if the system could be stretched to include other materials. In the long run a network standard which was neutral to media type or field of study, was required.'

6.5.11 This need for a neutral approach is implicit in the view that in a multi-media environment it is no longer always sufficient to specify *either* a physical form *or* a conceptual treatment; there will be many occasions when it will be necessary to stipulate *both*.

6.5.12 The characteristics which require to be specified to retrieve records for inclusion in different types of materiography are tabulated in Figure 1. In such a search, any resulting 'publishable' end product has been labelled a *Target*, and this will be referred to again below (P 10).

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TARGET	PHYSICAL FORM	CONCEPTUAL TREATMENT
National bibliography	BOOKS	eg, Dictionaries Directories Programmed texts
Union list of periodicals	eg, Books Pamphlets Microfilms Microfiches	PERIODICALS
National catalogue of music	eg, Books Pamphlets Sheets Discs Audiotapes. Reels Audiotapes. Cassettes	MUSIC
National catalogue of maps	eg, Books Broadsides Transparencies Slides Relief Models Globes	MAPS
University materiography of ACTUALITY RECORDINGS RELEVANT TO WORLD WAR II.	eg, Films Audiotapes. Reels Audiotapes. Cassettes Discs	eg, Newscasts Newsreels Speeches Effects Compilations

Figure 1

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7 Constraints set by the EUDISED Format

7.1 The requirements of an identification code as described in the previous section can be summarised as:

a. the code should allow of considerable expansion and, therefore, be based on a faceted classification;

b. the notation should offer mnemonic assistance to the encoder;

c. the code should be compatible with the EUDISED 351 Physical Description Field;

d. the code should allow the individual materials in a pack to be identified;

e. the code should allow the indication of both physical form and conceptual treatment designators where necessary.

7.2 The draft Format sets two major constraints which militate against the fulfilment of these requirements:

i. the code is to be held in the leader and is limited to three characters, thereby severely restricting (even disallowing) the fulfilment of requirements (a) and (b);

ii. the leader codes allocated preclude the possibility of specifying more than a single code occurrence, thereby disallowing requirements (d) and (e).

7.3 These constraints are unnecessary and result directly from a positioning of the code within the record label.

7.4 This, in turn, negates an essential feature of the interchange format ISO 2709 which divides the communications structure into three basic sections:

RECORD LABEL	*RECORD DIRECTORY*	*CONTROL & DATA FIELDS*

The first of these is defined as 'a field occurring at the beginning of

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each bibliographical record providing parameters for the processing of the record'. By definition, therefore, the label refers to and describes the record itself, *and not the information included within that record.* In this context the medium of the record can only normally be magnetic recording since ISO 2709 is a 'Format for Magnetic Tape'.

7.5 It is relevant to note here that:

a. character positions 0-5 and character positions 9-23 do, in fact, contain information referring to the record itself;

b. the identification code for types of materia is an *information code;*

c. examples of what have been referred to in this study (P 6.5) as 'conceptual treatments' are currently positioned in the $t, $u, and $v subfields of the 008/010 Information Codes Field. These are referred to (see Format, page 73 and page 56) as Publication Codes for 'Form of arrangement' (eg, dictionary), 'Genre' (eg, fiction[al treatment]), and 'Other types of publication' (eg, conference proceedings). However, further examples of the latter category are given as government publications and intergovernmental publications—information of a quite different kind which specifies the type of publisher.

8 Recommendations concerning an identification code

8.1 The following recommendations are made in the knowledge that the EUDISED Format *is still a draft format and is not yet operational.*

8.2 The identification code for types of materia should be transferred from its position in the record label since it is a materiographic information code.

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8.3 When serveral types of materia are described within a single materiographic record, each type should be given an identification code.

8.4 Two types of code can occur:

a. a set of characters identifying a physical form designator;
eg, characters representing: PORTFOLIOS

b. a set of characters identifying a physical form together with one or more groups of characters, each of which identifies a conceptual treatment designator;
eg, characters representing: DISCS + MUSIC
or: FILMLOOPS + ANIMATION + DIAGRAMS

8.5 It follows that no complete identification code is valid which does not include characters representing a physical form designator.

8.6 A physical form code should consist of six alphabetic characters (see P 11) and should be held in the 010 Supplementary Information Codes Field identified by the subfield code $t.

8.7 A conceptual treatment code consists of three alphabetic characters which should be held in the 010 Supplementary Information Codes Field identified by the subfield code $u.

8.8 If it is necessary to use more than one conceptual treatment code in conjunction with the physical form code, then the $u subfield should be repeated. (Format P 3.6 NOTE, page 71.)

8.9 'If the record contains more than one group of fields at the same level' (ie, if there are two or more types of materia described in the record - or more than one item of the same type) then the level should be repeated and 'the number showing the level is followed by numbers indicating which sub-record the field belongs to' Format P 3.2, pages 53-4). Each sub-record code subsequent to the first should be held in 010 Field, and within each code that part indicating the physical form should be held in the $t subfield and the part(s) representing any corresponding conceptual treatment(s) should be held in the $u subfield;

8.10 The existing Sv subfield could be retained if considered necessary, but should only be used for information concerning the *type* of publisher, eg, governmental, international, etc.

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9 Proposal for a Record Target Code

9.1 The requirement that the identification code should allow for searching both by broad groupings and by highly specific characteristics is met by a faceted classification since the facets are arranged in an order leading from the general to the specific. The searcher decides how specific the search should be.

9.2 There is, however, a different type of broad search characteristic to which reference has already been made (ℙ 6.5.12). The term 'Target' has been chosen to suggest one of a number of possible materiographical end products resulting from the selection of a set of records.

9.3 It is considered that when a record is input to a multi-materia database by, say, a national bibliographic agency it is 'aimed' at a particular 'publishable' end product. For example, one record might be required for a national film catalogue; another might be required for inclusion in both a bibliography and a catalogue of music; and yet another for inclusion in a listing of disc and audiotape recordings.

9.4 The function of the target is not to allow retrieval of information about types of materia (which information, it has been argued, is part of the *content* of the record) but to indicate possible uses *for the record as a whole*. As such, it does have (unlike the identification code) a legitimate place in the record label, and it is recommended that consideration be given to the compilation of such a Record Target Code and that this should be held in the,now vacant, character positions 6 to 8 in the record label.

9.5 Two possibilities suggest themselves for the form which such a code might take:

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a. A table of twenty main categories of 'listing' likely to be produced within the next decade would be compiled and an alphabetic character assigned to each; Agencies contributing to a database would be able to indicate up to three targets for inclusion in the label, one for each character position, for example:

a pure bibliography	B
a catalogue of music	M
a discography	D
a catalogue of audiotapes	T
(Position blank character)	A

A record coded BMA would be aimed at a national bibliography *and* a national catalogue of music.

b. With close co-operation between agencies, the three character positions might be used to hold a stacked enumerative listing code of possible target combinations compiled as they arise. The possible maximum of 8,000 combinations would seem unlikely to be exceeded during the next decade and encoders would, in practice, be required to use very few of them, for example,

a pure bibliography	AAC
a catalogue of music	AAD
a discography	AAE
a catalogue of music and discs	AAF
a catalogue of music *and* a catalogue of discs	AAG
a catalogue of music and books	AAH
a catalogue of music and books *and* a pure bibliography	AAJ

etc.

9.6 Further study is required, and close consultation with those responsible for forward planning in the EUDISED Network's bibliographic agencies, before any firm conclusions can be reached as to how such a code could be made most useful.

9.7 It is recommended that advantage be taken of the three characters available in the record lable (as a result of the removal of the identification code) to create a Record Target Code. This would allow early retrieval of records in a manner not currently possible, but which will become increasingly necessary in a large multi-media database.

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10 Notes on the compilation of the identification code

10.1 *PHYSICAL FORM CODE*

10.1.1 No attempt has been made to compile a completely comprehensive code which includes all materia. Even if this were possible the present brief extends only to materia currently in use in the educational world. However, the manner of compilation should ensure that the code is hospitable to considerable expansion both retrospectively, to include obsolete types in archival collections, and forwards, to accommodate future developments as they become commercially or educationally viable. In particular, Group D TACTILE AND MECHANICAL DATA STORES and Group R COMPUTER DATA STORES are sketched in only the broadest outline.

10.1.2 Neither has there been any attempt to define or describe (other than in the formal terms of the code) any of the materia listed. It is assumed that encoders and cataloguers will be familiar with those types with which they normally work.

10.1.3 The groups themselves (see summary of main classes, ¶ 11.1.1 below) are arranged so that static presentations of information, eg, a microfiche, precede dynamic presentations of information, eg, an audiotape.[11]

10.1.4 The order of facets is closely related to the 351 Physical Description Field in the EUDISED Format. The first two elements in the field, the System Area, include information on:

i. the physical form designator

ii. any necessary system qualifiers

using these expressions as defined in Rule 8 of the LA/NCET Rules.[12] In some cases, eg, Groups F, G, & J, a broad type designator precedes the physical form designator.

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10.1.5 The order of system qualifiers follows the principle of constraints where

> 'for each type of material requiring system qualifiers, the order in which the qualifiers are given is that of the importance which the various factors have in constraining the use of the item. For example, the playing speed of a sound tape is relevant only after it has been established whether the tape is on an open reel or in a cassette, since a different tape recorder is normally required to play back each of these forms.'[13]

10.1.6 Unlike previous codes (discussed above, ℙ 6) the present code does not include facets for those specifications appearing in the fourth area of the 351 Physical Description Field, the element of enrichment. This is stated by the LA/NCET Rules to include

> 'any remaining and commonly quoted, or otherwise useful, specifications which do not normally affect the method of use of the item but are considered to enrich it, eg, the fact that a filmstrip is in colour, or that a microscope slide is stained.'[14]

10.1.7 The code will often include more facets than the number of terms corresponding to the verbal description in the 351 Physical Description Field. (Mention has been made, ℙ 10.1.4, above of the broad type designator). Additionally, a qualifier, eg, microgroove in relation to sound discs, will be omitted from the 351 Physical Description Field, because all discs in a particular library will be microgroove and the term will be considered superfluous. Nevertheless *it is essential that all character positions be filled by the symbol for the appropriate focus when assigning a code.* If information is not known to the encoder, or if character positions have been left at the end of the code for possible future expansion, the character 'A' is used to fill the remaining character positions.

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10.1.8 Certain areas pose difficult problems for the compiler of this type of identification code. Two of these require special mention.

10.1.8.1 The first area is exemplified by Group T TEACHING MACHINE PROGRAMMES and by Group W TELEVISION PLAYER SYSTEM MATERIA. Usually each machine or system uses its own materia which are quite incompatible with each other. The compiler of a faceted classification can only resort to an enumeration of trade names, taking as a precedent the treatment of EVR in the LA/NCET Rules (page 50).

10.1.8.2 The second area of difficulty is seen in Group V VIDEOTAPES. A series of system qualifiers appear similar yet for various, possibly external, reasons tapes recorded on one machine cannot be played on another. The qualifiers are assigned codes, however, since there is some progress, albeit slow, in the direction of standardisation. This is especially so in the field of videotape cassettes where two makes of cartridge appear likely to predominate in the educational field.

10.2 *CONCEPTUAL TREATMENTS CODE*

10.2.1 The table of conceptual treatments below must be considered a first tentative approach and further study will probably be required.

10.2.2 Much use has been made of the list of over 250 *Categories of forms in use at BNB* in the compilation of PRECIS headings. About one hundred of the more general treatments were used as a foundation for the present compilation. An attempt was then made to add, from the context of other media, treatments which seemed to be of the same, or of a parallel, type. Finally, the table was completed by the addition of a number of treatments which are currently more often thought of as literary or creative genres.

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11 Identification codes

11.1 *CODE FOR PHYSICAL FORMS OF MATERIA*

11.1.1 *SUMMARY OF MAIN CLASSES*

[D TACTILE AND MECHANICAL DATA STORES]
E THREE-DIMENSIONAL MATERIA
F TWO-DIMENSIONAL HAND PRODUCED MATERIA
G TWO-DIMENSIONAL 'PRINTED' MATERIA
H FILMSTRIPS
J MICROFORMS
K SLIDES
L STEREOVISUALS
M TRANSPARENCIES
N AUDIOTAPES
P SOUND DISCS
Q SOUND FILM
[R COMPUTER DATA STORES]
S CINE FILMS
T TEACHING MACHINE PROGRAMMES
U MAGNETIC SOUND SHEETS AND CARDS
V VIDEOTAPES
W TELEVISION PLAYER SYSTEM MATERIA

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11.1.2 *CLASSIFICATION OF MATERIA*

1 *GROUP D*	2 *TYPE*	3 *CONFIGURATION*	4 *A*	5 *A*	6 *A*
D. TACTILE AND MECHANICAL DATA STORES	E. Edge-punched cards				
	G. Optical coincidence cards				
	L. Punched cards for computers	For L in position 2 E. 80 column cards F. 40 column cards			
	M. Punched paper tape	For M in position 2 J. 7 track K. 9 track			
	R. Braille records				
	S. Moon records				
	V. Piano player rolls				

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1 *GROUP E*	2 *TYPE*	3 *DIFFERENCE*	4 *A*	5 *A*	6 *A*
E. THREE-DIMENSIONAL MATERIA	D. Biological, mineralogical, & palaeological specimens				
		For E in position 2			
	E. Microscope slides	F. 75x25mm			
		G. 75x38mm			
	F. Artefacts				
	G. Costumes				
	H. Puppets	For N in position 2			
	J. Dolls	J. Cellograph			
	K. Toys	K. Flannelgraph			
	L. Games packs	L. Teazlegraph			
	M. Card packs	M. Magnet board			
	N. Displays				
	P. Dioramas				
	Q. Globes	For F, J, K, L, T,			
	R. Relief models	U,etc,in position 2			
	S. Models	R. Hand operated			
	T. Working models	S. Clockwork			
	U. Laboratory & constr. kits	T. Battery			
		U. Electric mains			
	V. Collage	V. Steam			
	W. Sculptures				
	X. Replicas				

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1 *GROUP F*	2 *FORM, using...*	3 *...MEDIUM...*	4 *...on BASE*	5 *A*	6 *A*
F. TWO-DIMENSIONAL HAND-PRODUCED MATERIA	D. Unit/page/sheet/ leaflet E. Pamphlet F. Book G. Paperback H. Wallsheet J. Frieze K. Portfolio M. Framed item N. Flipchart P. Flashcard	D. Acrylic paint F. Oil paint H. Watercolour J. Chalk L. Charcoal M. Pastel P. Pencil R. Pen and ink (including ballpoint pens & fibre tips)	E. Paper G. Thin card H. Board J. Fabric M. 'Acetate' cels P. Vellum Q. Parchment S. Canvas U. Hardboard W. Wood		

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1 *GROUP G*	2 *FORM, using...*	3 *...MEDIUM...*	4 *...on BASE*	5 *A*	6 *A*
G. TWO-DIMENSIONAL 'PRINTED' MATERIA	D. Unit/page/sheet/ leaflet E. Pamphlet F. Book G. Paperback H. Wallsheet J. Frieze K. Portfolio M. Framed item N. Flipchard P. Flashcard Q. Postcard R. Cuttings S. Computer printout U. Negative transparency V. Positive transparency X. Reprographic master	D. Woodcuts E. Wood engravings F. Linocuts G. Typemetal H. Line engravings J. Drypoint K. Etching L. Lithographs M. Photo-offset litho N. Spirit duplicating P. Silk screen Q. Wax stencil R. Electrostatic S. Heat transfer T. 'Photographic' U. Typewriting V. Reproduction processes, eg, photogravure, collotype, etc. W. Blueprint X. Facsimile	E. Paper F. Newsprint G. Thin card H. Board J. Fabric K. Film M. 'Acetate' cels		

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1 *GROUP H*	2 *FORM*	3 *GAUGE*	4 *INTERNAL FORMAT*	5 *LINKS*	6 A
H. FILMSTRIPS	D. Roll E. Cassettes L. Filmslip	F. 35mm H. 16mm L. Super 8 mm	D. Double frame S. Single frame	A. Not linked F. Linked to sound disc – not synchronised G. Linked to audiotape – not synchronised R. Linked to disc – synchronised S. Linked to audiotape – synchronised	

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1 *GROUP J*	2 *FORM*	3 *CONTAINER/TYPE*	4 *GAUGE/SIZE*	5 *REDUCTION RATIO*	6 *MODE*
J. MICROFORMS	D. Microfilms	B. No container	D. 105mm	D. Low ratio (to 15x)	A. Not applicable
	E. Jacketed film	D. Reels	E. 70mm	E. Standard ratio (16x–30x)	D. Cine
	F. Aperture cards	E. Cartridges	F. 35mm	F. High ratio (31x–60x)	E. Comic
	J. Microfiches	F. Cassettes	H. 16mm	G. Very high ratio (61x–90x)	
	R. Micro-opaques	P. 'PCMI'	L. Super 8 mm	P. Ultra high ratio (91x–)	
		Q. 'Microcards'	N. 80 column cards		
		R. 'Microprint'	P. 75x125mm (3"x5")		
		S. 'Microlex'	Q. 105x108mm (4"x6") ISO-COSATI size		
			R. 148x210mm (6"x8")		
			S. 165x215mm (6½"x8½")		
			T. 150x230mm (6"x9")		
			U. 215x280mm (8½"x11")		

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1 *GROUP K*	2 *MOUNTS*	3 *MOUNT SIZE*	4 *LINKS*	5 *A*	6 *A*
K. SLIDES	D. Standard mounts H. 3M 'Talking Slides' R. Aperture cards	D. Instamatic 110 E. 5x5cm (2"x2") F. 7x7cm (2¾"x2¾") G. 8x8cm (3¼"x3¼") H. 8x10cm(3¼"x4") J. 8.5x10cm (3⅜"x4") K. 3x3cm (1.2"x1.2")	A. Not linked F. Linked to sound disc – not synchronised G. Linked to audiotape–not synchronised R. Linked to disc – synchronised S. Linked to audiotape–synchronised		

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1 GROUP L	2 TYPE	3 FORMAT	4 A	5 A	6 A
L. STEREOVISUALS	D. Transparent E. Opaque	D. Discs E. Pairs			

1 GROUP M	2 TYPE	3 FORM/SIZE	4 A	5 A	6 A
M. TRANSPARENCIES	D. OHP R. Radiographs	D. < 20x25cm (8"x10") E. 20x25cm to 25x25cm F. > 25x25cm (10"x10") R. Rolls S. Spiral bound T. Unmounted – for use with a well			

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1 GROUP N	2 CONTAINER	3 WIDTH	4 TRACKS	5 MODE	6 SPEED
N. AUDIOTAPES	D. Reel (8cm/3") E. (10cm/4") F. (11cm/4¼") G. (13cm/5") H. (18cm/7") J. (21cm/8¼") K. (25cm/10") L. (26cm/10½") P. Endless loop reel Q. Endless loop cartridge R. Compact Cassette S. PIP cassette linked to PIP film cassette T. Mini cassette U. Packette V. Endless loop Compact Cassette Z. Non-standard container	D. ⅛" E. ¼" F. ¼" perforated for 8mm film sound G. ½" H. ¾" J. 1" K. 2" Z. Non-standard	D. 1 track E. 2 track F. 4 track G. 8 track	D. monophonic E. stereophonic F. quadraphonic	D. 15/16 ips. 2.4cm/s E. 1⅞ ips. 4.75cm/s F. 3¾ ips. 9.5cm/s G. 7½ ips. 19cm/s H. 15 ips. 38cm/s J. 30 ips. 76cm/s

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1 *GROUP P*	2 *GROOVE TYPE*	3 *MODE*	4 *SPEED*	5 *DIAMETER*	6 *A*
P. SOUND DISCS	L. Coarse groove M. Microgroove	D. Monophonic E. Stereophonic F. Quadraphonic	D. 8.33 rpm E. 16.66 rpm F. 33.33 rpm G. 45 rpm H. 78 rpm J. 80 rpm Y. Non-standard	D. 18cm (7") E. 20cm (8") F. 25cm (10") G. 30cm (12") H. 45cm (16") Y. Non-standard	

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1 GROUP Q	2 TYPE	3 GAUGE	4 CONFIGURATION	5 SPEED	6 A
Q. SOUND FILM	D. Optical E. Magnetic P. Phillips-Miller	F. 35mm G. 17.5mm H. 16mm	L. DIN 15 554/1 M. 15 554/2 N. 15 554/3 P. 15 582 Q. 15 538 R. 15 552/2 S. 15 638 T. 15 655/2 V. ISO/R 891-1968	D. 25 fps E. 24 fps F. 18 fps G. 16 fps	

1 GROUP R	2 TYPE	3 A	4 A	5 A	6 A
R. COMPUTER DATA STORES	D. Tape E. Disk F. Drum	This area has been left free until such time as computer data stores become relevant to an educational network.			

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1 *GROUP S*	*2* *CONTAINER*	*3* *GAUGE*	*4* *ASPECT RATIO*	*5* *SOUND*	*6* *SPEED*
S. CINE FILMS	D. Reels F. Technicolor cassettes G. Technicolor 8" cassettes S. PIP Cassettes (linked to PIP audiotape cassette) T. Audiscan (Filmstrip and audiotape in same cassette)	E. 70mm F. 35mm H. 16mm J. Super 16mm K. 9.5mm L. Super 8 mm M. 8mm	D. Standard for gauge F. Anamorphic G. Stereoscopic L. 9.5 duplex M. Super huit R. Others	D. Combined optical F. Optical + stripe H. Combined magnetic J. Separate magnetic (linked to audiotape) K. Separate magnetic (linked to magnetic film) M. Mute S. Silent	D. 25 fps E. 24 fps F. 18 fps G. 16 fps

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1 GROUP T	2 TYPE	3 A	4 A	5 A	6 A
T. TEACHING MACHINE PROGRAMMES	D. ADA E. APTA F. Autobates G. Autotutor H. Bristol Tutor J. BS 4226 roll K. Canterbury L. Grundymaster M. Stillitron				

1 GROUP U	2 TYPE	3 A	4 A	5 A	6 A
U. MACNETIC SOUND SHEETS & CARDS	L. Language Master magnetic striped cards S. Synchrofax audio page magnetic sheets				

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1 GROUP V	2 CONTAINER/FORMAT	3 LINE/FILED/BAND	4 COLOUR	5 TAPE SCAN SYSTEM	6 LINEAR TAPE SPEED
V. VIDEOTAPES	D. 2" reel E. 1" reel G. (not valid) J. ½" reel K. ½" reel EIAJ-1 R. ¼" reel S. Sony ¾" cartridge T. Phillips ½" VCR U. Instavideo ½" EIAJ-1 cartridge V. Victor cassette EIAJ-1 cartridge W. VC-71 (TEAC) EIAJ-1 cartridge	D. 405/50/LO E. 625/50/LO F. 625/50/HI G. 819/50 H. 525/60/LO J. 525/60/HI	D. Monochrome E. PAL Colour F. NTSC Colour G. SECAM Colour H. FAM Colour	D. Quadruplex E. 1 head helical F. 2 head helical G. 3 head helical H. 4 head helical J. 1 head & wrap K. 1 head & wrap helical	D. 16.8 cm/s L. 17 cm/s T. 17.88cm/s G. 19 cm/s H. 19.85cm/s J. 20 cm/s K. 23.5 cm/s L. 24 cm/s M. 24.5 cm/s N. 25 cm/s P. 27.3 cm/s Q. 29.5 cm/s R. 39.7 cm/s

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1 GROUP W	2 TYPE	3 COLOUR	4 A	5 A	6 A
W. TELEVISION PLAYER SYSTEM MATERIA	D. [Spectra Colorvision] E. [Eumig] F. Vidicord G. EVR H. [TELDEC] J. Phillips Videodisc K. [Selectavision]	D. Monochrome E. Colour			

11.2 Code for conceptual treatments of information

11.2.1 *CONCEPTUAL TREATMENTS — Tables*

DDD Periodicals
DDE Annuals, biennial publications
DDF Year[books]
DEA Directories
DFA Lists
DGA Tables
DHA Statistics
DJA Surveys
DLA Reports
DPA Manuals and hand[books]
DRA Data[books]
DSA Standards and specifications
DVA Codes of practice

EDA Dictionaries
EEA Encyclopaedias
EHD Materiographies
EHE Catalogues
EHF Classifications
EKA Abstracts and summaries
ELA Indexes
EPA Gazetteers
ERA Guide[books]

FDD Poetic treatment
FDE Dramatic treatment
FDF Fictional treatment
FDH Humorous treatment
FFD Critical studies
FFE Expositions
FHD Readings
FHE Anthologies
FKD Essays
FKE Festschriften
FMD Lectures
FME Speeches
FMG Communiques
FPA Transcripts

GDD Primary historical sources
GDE Secondary historical sources
GED Biographies
GFD Autobiographies
GFE Diaries and correspondence
GFF Genealogies
GLA Legal texts (eg, Acts, Statutory Instruments)
GNA Treaties

HDA Musical treatment
HEA Instrumental
HFA Chamber
HGA Orchestral
HJA Band
HKA Vocal
HLA Choral
HMA Operatic
HNA Balletic
HPA Dance
HQA Mime

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JEA Libretti
JFA Plot outlines
JGA Scripts
JJA Shooting scripts
JKA Storyboards
JRA Designs
JTA Chorsographies

KDA Programmed texts
KDD Linear programmes
KDE Branching programmes
KDF Scrambled texts
KFA Simulation games
KHA Case studies

MDA Comics
MFA Games and puzzles
MGA Quizzes
MHA Study prints
MRA Exercises, worksheets

NDA Line drawings
NDD Caricatures and cartoons
NDE Silhouettes
NFA Pictures (illustrative non-artistic)
NGA Posters
NHA Wallcharts (as distinct from physical form Wallsheets)
NJA Flowcharts
NKA Diagrams
NLA Graphs
NMA Nomograms
NRA Technical drawings

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PDA Terrestrial maps
PFA Navigational charts
PHA Celestial charts
PKA Thematic maps
PRA Atlases

QDA Photographic illustrations
QDD Aerial photographs
QDF Underwater photographs
QDH Photomicrographs

RDA Art originals
RFA Art prints (in limited editions)
RLA Art reproductions

SDA Samplers
SFA Effects
SHA Tests (for checking equipment)

TDA Actuality recordings
TEA Discussions
TFA Documentary recordings
THA Broadcasts
TJA Interviews
TLA Newscasts
TNA Performances

UFA Commercials
UHA Compilations
UMA Stock shots
UPA Trailers
USA Dubbed films
UTA Subtitled films

VDA Animation
VFA Newsfilm
VMA Slow motion films
VPA Time lapse films

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Abstracts	EKA
Acts	GLA
Actuality recordings	TDA
Aerial photographs	QDD
Animation	UDA
Annuals	DDE
Anthologies	FHE
Architectural drawings	
Use: Technical drawings	NRA
Art originals	RDA
Art prints	RFA
Art reproductions	RLA
Atlases	PRA
Autobiographies	GFD
Balletic treatment	HNA
Band music	HJA
Bibliographies	
Use: Materiographies	EHD
Biennial publications, etc	DDE
Biographies	GED
Branching programmes	KDE
Broadcasts	THA
Case studies	KHA
Catalogues	EHE
Celestial charts	PHA
Chamber music	HFA
Charts	
Celestial charts	PHA
Navigational charts	PFA
Wallcharts	NHA
Choral music	HLA
Choreographies	JTA
Cinemagazines	
Use: Periodicals	DDA
Classification	EHF
Codes of practice	DVA
Comics	MDA

Commercials	UFA
Communiques	FMG
Compilations	UHA
Conference proceedings	
Use: Transcripts	FPA
Correspondence	GFE
Critical studies	FFD
Dance	HPA
Data, technical	DRA
Designs	JRA
Diagrams	NKA
Diaries	GFE
Dictionaries	EDA
Directories	DEA
Discographies	
Use: Materiographies	EHD
Discussions	TEA
Documentary recordings	TFA
Dramatic treatment	FDE
Drawings	
Caricatures and cartoons	NDD
Cartoons	NDD
Line drawings	NDA
Technical drawings	NRA
Dubbed films	USA
Effects	SFA
Encyclopaedias	EFA
Engineering drawings	
Use: Technical drawings	NRA
Essays	FKD
Exercises	MRA
Expositions	FFE

Festschriften	FKE
Fictional treatment	FDF
Filmographies	
Use: Materiographies	EHD
Flowcharts	NJA
Games	MFA
Role play	KFA
Simulation games	KFA
Gazetteers	EPA
Genealogies	GFF
Graphs	NLA
Guide[book]s	ERA
Hand[books]	DPA
Historical sources;	
Primary	GDD
Secondary	GDE
Humorous treatment	FDH
Illustrations	
Use: Line drawings	NDA
Pictures	NFA
Indexes	ELA
Instrumental music	HEA
Interviews	TJA
Lectures	FMD
Legal texts	GLA
Letters	
Use: Correspondence	GFE
Libretti	JEA
Line drawings	NDA
Linear programmes	KDD
Lists	DFA

Manuals	DFA
Maps	
Terrestrial	PDA
Thematic	PKA
Materiographics	EHD
Mime	HQA
Minutes	
Use: Transcripts	FPA
Musical treatment	HDA
Navigational charts	PFA
Newscasts	TLA
Newsfilm	VFA
Nomograms	NMA
Operatic treatment	HMA
Orchestral music	HGA
Performances	TNA
Periodicals	DDA
Photographic illustrations	QDA
Photographs	QDA
Aerial photographs	QDD
Underwater photographs	QDF
Photomicrographs	QDH
Pictures	NFA
Plot outlines	JFA
Poetic treatment	FDD
Posters	NGA
Primary historical sources	GDD
Prints	
Art prints	RFA
Programmed texts	KDA
Branching programmed texts	KDE
Linear programmed texts	KDD
Scrambled texts	KDF
Puzzles	MFA

Quizzes	MHA
Readings	FHA
Reports	DLA
Reproductions	
Art reproductions	RLA
Samplers	SDA
Scrambled texts	KDF
Scripts	JGA
Secondary historical sources	GDE
Serials	
Use: Periodicals	DDA
Shooting scripts	JJA
Silhouettes	NDE
Simulation games	KFA
Slow motion films	VMA
Sound magazines	
Use: Periodicals	DDA
Sources	
Primary historical sources	GDD
Secondary historical sources	GDE
Specifications	DSA
Speeches	FME
Standards	DSA
Statistics	DHA
Statutory Instruments	GLA
Stock shots	UMA
Storyboards	JKA
Study prints	MHA
Subtitled films	UTA
Summaries	EKA
Surveys	DJA

Tables	DGA
Technical data	DRA
Technical drawings	NRA
Television magazines	
Use: Periodicals	DDA
Terrestrial maps	PDA
Tests (for checking equipment)	SHA
Thematic maps	PKA
Time lapse films	VPA
Trailers	UPA
Transcripts	FPA
Treaties	GNA
TV magazines	TVA
Underwater photographs	QDF
Vocal music	HKA
Wallcharts	NHA
Worksheets	MRA
Year[books]	DDF

12 Acknowledgements

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Appendix I

EXAMPLES OF SPECIMEN CODE SEQUENCES

A flannelgraph ENKAAA' NFA

3D/display/flannelgraph//pictures

An oil painting FMFSAA RDA

2D hand produced/framed/oil/canvas//art original

A weekly copy of *British national bibliography* GETEAA DDD EHD

2D 'print'/pamphlet/photo litho offset/paper//periodical//materiography

A tape/slide guide to Windsor Castle KDESAA ERA NRDEDE

Slides/standard mounts/5x5cm/synchronised to sound tape//guide//sound tape/Compact Cassette/⅛"/2 track/mono/1⅞ ips

HMV sampler disc of Russian music PMEFGA HGA SDA

Disc/microgroove/stereo/33.3 rpm/30cm//orchestral music//sampler

Tacoma Narrows Bridge collapse SFLDSF TDA VMA

Film/loop/Super 8/std. aspect ratio/silent/18fps//actuality recording//slow motion

A linear programme for the Bingley Tutor TJAAAA KDD

Teaching machine/BS 4226 Roll//linear programme

A microfiche reprint of *The audiovisual librarian* JJBQEA DDD

Microform/microfiche/no container/4x6in./std reduction ratio//periodical

A typical Sussex tape NGEEDF TEA

Audiotape/13cm reel/¼"/2 track/mono/9.5cm/s//discussion

A filmstrip with notes HDFDAA GEGEAA

Filmstrip/roll/35mm/d.fr//2D print/pamphlet/type/paper

An 8mm film in an Auto 8 cartridge SDSDSF

Film/reel/Super 8/std. aspect ratio/silent/18fps

Appendix II **BEST COPY AVAILABLE**

WORKED EXAMPLE OF AN ENTRY FOR A PACK

```
    001     1234567
    008     $h eng  $oal972  $v  $w  $x  $y  $z us

10 261 00 $h Scholastic audio-visual programs #
10 311 00 $h Englewood Cliffs, NJ  $j Scholastic Book Services #

20 112 00 $h Capa $i Cornell $v Executive director #
20 261 10 $h Concerned photographer program #
20 313 00 $h New York $j International Fund for Concerned Photography #

30 023 00 $h 8854 $n Pack $o £25.00 #
30 027 00 $h P379 #
30 111 00 $h Turner $i Sheila $v Editor #
30 261 10 $h Images of man $o the photographs of W. Eugene Smith, Bruce
                Davidson, Cornell Capa [and] Don McCullin #
30 311 00 $h Englewood Cliffs, NJ  $j Scholastic Magazines $k 1972 #
30 435 00 $h Boxed (37x37x5cm) #
30 467 00 $h A program in humanities and communications for English,
                social studies, art & photography, and humanities #
30 469A00 $h Designed by Richard Lucik #
30 469B00 $h Art direction by Russell D'Anna #
30 469C00 $h Produced by Jacqueline Reading #
30 469D00 $h Technical direction by Robert Mack #
30 501 00 $h 001. 54 #
30 861 00 $z 11030$a social situation & conditions $z 21030$a communication
                $v & $z g1030$a documentation $z 20320$a communication &
                documentation of social situation & conditions $z sC030$a
                applications $v of $w in $z 31030$a photography #
30 114A00 $h Smith $i W.Eugene $v photographer #
30 114B00 $h Davidson $i Bruce $v photographer #
30 114C00 $h Capa $i Cornell $v photographer #

40 010 00 $t GFTEAA #
40 023 00 $h 8841 $n Book $o £1.00 #
40 111A00 $h White $i Nancy #
40 111B00 $h Jantzen $i Steven #
40 111C00 $h Williams $i Gray #
40 111D00 $h Steinberg $i Claire #
40 261 10 $h Teaching guide to images of man $o the photographs of
                W.Eugene Smith, Bruce Davidson, Cornell Capa [and]
                Don McCullin #
40 351 00 $h Book $j 28cm $j 111p $k ill #
40 468 00 $h Includes monochrome reproductions of filmstrip frames and
                transcripts of audiotapes #
40 473 00 $h Bibliographical references p.37, 62, and 85 #
40 244 10 $h Images of man #
```

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```
41 010  00 $t CDFGAA $u CSA #
41 023  00 $h 8833 $n Set of cards $o £3.35 #
41 111A 00 $h Smith $i W.Eugene $v photographer #
41 111B 00 $h Davidson $i Bruce $v photographer #
41 111C 00 $h Capa $i Cornell $v photographer #
41 111D 00 $h McCullin $i Don $v photographer #
41 351A 00 $h Photograph set $j 36x28cm $j 23 prints $k b&w #
41 351B 00 $h Photograph set $j 28x22cm $j 17 prints $k b&w #
41 221  10 $h Images of man #

42 010  00 $t HDFSSA $t NRDEDE #
42 023  00 $n 'Sound filmstrip' #
42 111  00 $h Capa $i Cornell $v photographer #
42 261  10 $h Toward the margin of life $o from primitive society to
               population crisis #

60 010  00 $t NRDEDE #
60 023  00 $h 8833 $n Sound tape $o £1.75 #
60 112  00 $h Capa $i Cornell $v narrator #
60 351  00 $h Sound tape $i cassette $i mono  $j 16min.20sec #
60 435  00 $h Side A synchronised by 50 cycles pulse with filmstrip
               no.8833 $h Side B cued by audible bleep #

61 010  00 $t HDFSSA #
61 023  00 $h 8844 $n Filmstrip $o £4.00 #
61 112  00 $h Capa $i Cornell $v photographer #
61 351  00 $h Filmstrip $i 35mm $i single frame $j 80 frames including
               captions $k col #
61 435  00 $h Linked to sound tape no.8844 #

43 010  00 $t HDFSSA $t NRDEDE #
43 023  00 $n 'Sound filmstrip' #
43 111  00 $h Davidson $i Bruce $v photographer #
43 261  10 $h Voyages of self discovery $o unknown worlds close to home #

62 010  00 $t NRDEDE #
62 023  00 $h 8845 $n Sound tape $o £1.75 #
62 112  00 $h Davidson $i Bruce $v narrator #
62 351  00 $h Sound tape $i cassette $i mono $j 15min.50sec #
62 435  00 $h Side A synchronised by 50 cycles pulse with filmstrip
               no.8834 $h Side B cued by audible bleep #

63 010  00 $t HDFSSA #
63 023  00 $h 8834 $n Filmstrip $o £4.00 #
63 112  00 $h Davidson $i Bruce $v photographer #
63 351  00 $h Filmstrip $i 35mm $i single frame $j 78 frames including
               captions $k col #
63 435  00 $h Linked to sound tape no.8845 #
```

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```
44 010  00 $t HDESSA $t NRDEDE #
44 023  00 $n 'Sound filmstrip' #
44 111  00 $h McCullin $i Don $v photographer #
44 261  11 $h The uncertain day $o a war photographer's journal #

64 010  00 $t NRDEDE #
64 023  00 $h 8845 $n Sound tape $o £1.75 #
64 112  00 $h McCullin $i Don $v narrator #
64 351  00 $h Sound tape $i cassette $i mono $19min.24sec #
64 435  00 $h Side A synchronised by 50 cycles pulse with filmstrip
            no.8835 $h Side B cued by audible bleep #

65 010  00 $t HDFSSA #
65 023  00 $h 8835 $n Filmstrip $o £4.00 #
65 112  00 $h McCullin $i Don $v photographer #
65 351  00 $h Filmstrip $i 35mm $i single frame $j 79 frames including
            captions $k col #
65 435  00 $h Linked to sound tape no.8845 #

45 010  00 $t HDFSSA $t NRDEDE #
45 023  00 $n 'Sound filmstrip' #
45 111  00 $h Smith $i W.Eugene $v photographer #
45 261  10 $h Between birth and death $o an affirmation of life #

66 010  00 $t NRDEDE #
66 023  00 $h 8847 $n Sound tape $o £1.75  #
66 112  00 $h Smith $i W.Eugene $v narrator #
66 351  00 $h Sound tape $i cassette $i mono  $j 16min.20sec #
66 435  00 $h Side A synchronised by 50 cycles pulse with filmstrip
            no.8848 $h Side B cued by audible bleep #

67 010  00 $t HDFSSA #
67 023  00 $h 8847  $n Filmstrip $o £4.00 #
67 112  00 $h Smith $i W.Eugene $v photographer #
67 351  00 $h Filmstrip $i 35mm $i single frame $j 80 frames including
            captions $k col #
67 435  00 $h Linked to sound tape no.8847 #*
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EUDISED FORMAT
LIMITED CODING VERSION

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EUDISED FORMAT

LIMITED CODING VERSION

Introduction

Background

The EUDISED format (by J.E. Linford. In EUDISED 'Standards, format, character representation': Strasbourg : Council of Europe, 1973) has among its stated objections the provision of automatic implementations of the format which will combine a high degree of data element identification with minimal use of special conventions (particularly in the use of subfield codes). This alternative implementation is to be based on formalisation of punctuation use.

The following version of the EUDISED format results from this statement. It is based on two connected developments in modern cataloguing practice. First, the development of the International Standard Bibliographic Description (ISBD), and, second, the development of automatic format recognition (AFR) techniques in converting human readable bibliographic records to machine readable form. Currently, the only fully realised version of the ISBD is that which applies to monographic publications (ISBD(M)), though work is in hand on ISBDs for serials and non-book materials, and it has become evident that the ISBD approach is valid for bibliographic descriptions of all types of material. In essence the ISBD is based on strict formalisation of (i) the order of the elements of description and (ii) the puncutation which precedes each of these elements. At the same time work on various AFR projects has shown that consistent punctuation consistently applied will serve not only to elucidate the record for the human user, but also to provide cues which can be recognised by program and used in selection, manipulation, and display of the elements of the bibliographic record.

Structure of limited coding

In this limited coding version there are no subfield codes at input*, within groups of fields the elements of that field are preceded by

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* The subfield code $a required by ISO 2709 can be system-generated within each field.

prescribed punctuation. Prescribed punctuation is always followed by a space (and where indicated is also preceded by a space). Other punctuation occurring as data within fields is given without spaces on either side, thus allowing punctuation which is an essential element of, say, a title to be retained. If such a piece of casually occurring punctuation is at the end of an element the following prescribed punctuation is given as well, even though this may result in double punctuation at input. In selecting the punctuation to be used the following criteria have been used:

(i) punctuation symbols used are those available on a normal Roman alphabet typewriter keyboard

(ii) in punctuating the descriptive elements of the record the punctuation prescribed by the ISBD(M) has been followed

(iii) in punctuating other elements those most commonly occurring have been assigned the punctuation commonly occurring in conjunction with those elements in human readable bibliographic records

As a result of the application of these criteria it should be possible for the form of information at input to have a high correspondence with the form of information at output, that is that most fields selected for output can be printed in the form in which they were input. Checking for less commonly occurring elements would still be necessary, but for many purposes processing time should be reduced substantially, and many output programs should be simplified. In using limited coding records the prescribed punctuation can either be used directly for processing the records or can be translated into full EUDISED coding as a preliminary to processing. Such translation might be necessary in a network receiving both full coding and limited coding techniques.

Standard description

The chief difference between this limited coding version of the EUDISED format and the full coding version, apart from the absence of subfield codes, is the substitution of a standard description

field (260) for the 261, 291, 301, 31X, 351, or 4XX fields. This field includes the major areas of the ISBD(M) - title, edition, publication, physical description, and notes, - and includes the ISBD convention of separating each of these areas from the next by a stop, space, dash, space (. -), within these areas the elements are preceded by the prescribed punctuation of the ISBD.

The creation of the 260 field involved an examination of the ISBD and its possible extension to non-book materials. In the event compatibility of the ISBD structure and the requirements of non-book description seems to be proven. Any minor difficulties can be resolved in applying the limited coding version of EUDISED, and this exercise in itself can be seen as a valuable contribution to the establishing of an ISBD for non-book media. In seeking to use the standard description field the only major difficulty is that presented by the edition area, which alone among the chief areas of the description may or may not be present. To overcome this the limited coding version includes, in the first indicator, provision for indicating whether the edition area is present, thus making automatic identification of any element possible.

EUDISED FORMAT: STATEMENT OF FORMAT FUNCTIONS AND PHILOSOPHY

(Part 2 of full EUDISED format)

Functions of a Format

1. To allow for any element of information, or sub-element of information, of significance in document handling to be identified precisely.

2. To include mechanisms which allow:
   i. the retrieval from a data bank of records by any one or some defined record characteristics;
   ii. the processing of the record in any physical form of output (e.g., catalogue cards, printed or microfilm listings): in any type of listing by any factor of arrangement (e.g., full author catalogue, full subject catalogue, brief title listings, name title indexes, subject index);
   iii. the filing of records in a sophisticated manner.

On a more conceptual level format functions can be summarised as providing the ability to

SELECT (and by converse REJECT)
MANIPULATE
and DISPLAY

on any of the defined record characteristics or data elements, in order, among other objectives to permit EFFECTIVE INTERCHANGE.

Format Philosophy

The exercise of creating the EUDISED format has led to a search for some basic principles which would guide and constrain the way in which the format should be developed.

The EUDISED format should:

1. Provide a structure which will contain any type of formalised document record or assembly of information presented as a title bearing statement with names associated and with an appended description.

2. Define fields in analytical terms of content without, in the first instance, implying a bibliographic function.
3. Carry as much significant definition as possible in the 3-digit tag in order to give as direct access to data as remains consonant with limiting excessive directory growth.
4. Limit the use of indicators to supplying information which generates a manipulative action based on varying conditions within a field. No indicator should in any way affect the definition of a particular field.
5. Limit subfield definition to an agreed level based upon a consensus of :
   a. Whether the subfield data has a retrieval value
   b. Whether the defined sub-element may or may not be required in an output listing.
   c. Whether the defined sub-element has unique filing or typographical representation.
6. Provide a dual potential for
   a. Handling data elements to form discrete listings and assemblages of data elements present (= catalogue and bibliographic listing function).
   b. Direct retrieval by information codes held in defined information code fields of the record (= information retrieval function).
7. Provide an analysis of elements which does not presuppose any preferred arrangement at output.
8. Seek to optimise a modular approach to format development so that
   a. where subfield codes are stated for a condition which recurs within a range of analogous tags, only one statement of subfield codes will be made
   b. a single table of indicators is provided which can be used as relevant throughout the record.

   This approach will provide a degree of certainty to those responsible for coding input and will simplify the format presentation by the avoidance of the necessity to restate what are essentially common elements.

9. Seek to provide the optimum balance between direct access to information, reasonable size of directory, and processing penalties associated with character by character search.

10. Provide a logical distinction between
reserved data fields which will be used for a second level access to directory type information
bibliographic data fields which will carry explicit bibliographic information.

11. Provide, if possible, alternative 'implementation levels' in the use of the format which will nevertheless afford a high degree of data element identification with minimal use of special conventions (particularly in the use of subfield codes). This attempt will be based on formalisation of punctuation and could be presented at a later date as the basis for an agreement on levels of information.

12. Provide field and subfield definition for any universally required level of definition agreed within the network. Variant requirements could nevertheless be met by creating output listings utilising data held in information codes and explicit data fields.

13. Provide a high degree of convertibility to other existing machine formats.

PROPOSED INTERPRETATION OF ISO 2709

FORMAT FOR BIBLIOGRAPHIC INFORMATION INTERCHANGE ON MAGNETIC TAPE

(Part 3.1 of full EUDISED format)

This standard identifies those format conditions which must be met following the Working Party's decision to accept the ISO standard for interchange.

Those which affect the EUDISED format analysis study are set out below. A bibliographic record includes the items defined in Section 4 and contains the following fixed and variable fields in the sequence shown in Figure 2 (references in this section are to document ISO 2709).

- a record label — fixed field
- a directory — variable field
- record identifier — variable fields
- reserved fields (max 8) — variable fields
- bibliographic fields — variable fields
- field separators (fs)
- a record separator (rs)

The field separator (fs) shall be character IS_2 of the ISO/R 646 (7-bit code). The record separator (rs) shall be character IS_3 of the ISO/R 646 (7-bit code).

The record label includes provision for the following codes:

Record status (character position 5). A single character.

Implementation codes (character positions 6 to 9) to describe record type (e.g. a book, journal, an article*) and bibliographic level (analytical, single document, collection, etc.)

Character position 10. Indicator length. A single character identifying the number of indicators used in the format implementation.

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*The ISO standard has failed to distinguish between the two related concepts of type of document in record (e.g. book, film, journal) and the levels present in the record (e.g. collection, document, analytical). This can be seen by the standard's citing of "article" as a record type when in fact it is a combination of type of document (journal) and level (analytical).

Character position 11. Identifier length. A single character indicating the number of characters used as an identifier in the format implementation.

Two areas in the record label are not allocated precisely i.e. Characters 17-19 (for user systems)
Characters 22-23 (for future use).

A TAG is defined as 3 characters associated with a field and used to identify that field (cf 4. 12). By implication (cf.5.3) the tag consists of numeric characters.

An INDICATOR is defined as'... supplying further information about the contents of the field, about the relationship between the field and other fields in the record, or about the action required in certain data manipulation processes' (cf 4.4).

Data fields

There are three types of data fields :

- record identifier data fields : tag 001;
- reserved data fields : tags 002 to 009 as required;
- bibliographic data field : tags 010 to 999 as required.

NOTE THAT DATA FIELDS 001 and 002-009 DO NOT CONTAIN INDICATOR(S)

ISO 2709 also requires that "When, for bibliographic reasons, it is necessary to divide a bibliographic record into subrecords, tag 002 shall be used for a subrecord directory constructed in the same way as the directory and referring to the directory."* (cf 5.3.2).

The EUDISED interpretation of the record label follows. Other requirements of the ISO standard are dealt with in the appropriate sections of the EUDISED format.

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* The consensus of opinion emerging from comments on the preliminary draft EUDISED format (and shared by the author) holds that whereas this provision allows full control of subrecord occurrence, it is unnecessarily cumbersome and complex for programming and should be reconsidered by the appropriate ISO Committee. A directory structure holding level, tag, length and starting character position would provide better access and control.

Record label

CHARACTER POSITION 5. RECORD STATUS

n = new

c = corrected

d = deleted

i = incomplete record

CHARACTER POSITIONS 6-9. IMPLEMENTATION CODES

CHARACTER POSITIONS 6-8. MEDIA TYPE CODE

A 3 character code identifying media type.
A 3 character code taken from the list of codes drawn up by M. Shifrin (EUDISED Consultant) - to be published. This code is input by the cataloguer.

CHARACTER POSITION 9. LEVEL CODE

A single code defining the level or levels present in the record.***
The codes will be:

1 = collection

2 = collection plus document

3 = collection plus document plus analytical

** 4 = collection plus analytical

5 = document

6 = document plus analytical

** 7 = analytical

These codes will be generated by the presence of level codes at input.

CHARACTER POSITION 10. INDICATOR LENGTH

This will be set to 2.

CHARACTER POSITION 17. LEVEL & CODING USE

A single code indicating the use of coding in the record and the use of levels in the record.

*** Records with single-level implementation only will have level code 5.

** Codes 4 and 7 are included since they are conceivable though not probable.

a = Full coding using all tag and subfield code provision. Multi-level record structure

b = Full coding using all tag and subfield code provision. Single level structure

c = Limited coding with area level tags and no subfields. Multi-level record structure

d = Limited coding with area level tags and no subfields. Single level structure

Note : All records made by systems using the limited coding system set out here will be coded c or d at position 17. These codes are system generated.

CHARACTER POSITIONS 18-19. SOURCE OF RECORD CODE

A 2 character code identifying the organisation creating the records. A unique code will be assigned to each organisation contributing records to the network.

CHARACTER POSITION 23. NON-STANDARD DATA CODE

A single code indicating that the record contains data in field(s) which does not conform to network standards, or may require editorial change. This code will be generated by the presence of the non-standard indicator at input.

3.3 FORMAT DATA FIELDS

FIELD

A field is a discrete major element of the record.

Each field is defined by a 3-digit numeric TAG, and in addition will carry as the first data element associated with each datafield two indicators which will be set to zero when no other value is ascribed.

ISO 2709 divides fields into

- record identifier data field : tag 001
- reserved datafields : tags 002 to 009 as required;
- bibliographic datafield : tags 010 to 999 as required.

(NB. Record identifier fields and reserved datafields do not contain indicator(s))

A field separator (character IS_2 of the ISO/R 646 (7-bit code)) will be inserted at the end of each field.

A record separator (character IS_3 of the ISO/R646 (7-bit code)) will be inserted after the field separator of the last field of the record.

The fields in the EUDISED format are listed, in TAG order, below

Examples chosen to represent different media types are identified by the following codes:

A = Audio material B = Book F = Film S = Serials X = Other Materials

001 The record control number*

Ideally the record control number should be the INTERNATIONAL STANDARD NUMBER relating to the type of document being catalogued(ISBN, ISSN,etc.). If the system using the format does not recognise ISNs, or if the medium has not got a standard numbering scheme, or if the document being catalogued has no standard number; any other appropriate number is used.

*Problems will arise unless conventions are established within the network to ensure that numbers used as control numbers are adequately distinguished.

The number used as record control number will also be repeated in the appropriate field 021-026.

002 Sub-record directory data field

This field contains one or more directory entries relating to the presence of sub-record directories contained in and occurring at the end of the record directory. Data in this field is generated by the presence of information in the field enumerator used at input. Each sub-record directory groups and identifies all of the fields relating to a particular sub-record.

003 Non-standard field directory

This field contains one or more directory entries pointing to any field or fields in the record where the data content does not conform to the network standard appropriate to that field. Each directory will contain the TAG, LENGTH and STARTING CHARACTER POSITION of the field it identifies. Data in this field will be generated by the presence of information in the field enumerator used at input.

004 Amended record directory field

This field will contain one or more entries identifying any field or fields in the record which have currently been corrected. Data in this field will be generated by the master file correction message at input. Each entry will contain a character identifying the status of the amendment, and, further, will identify the level/tag/repeat of the corrected field. The status of the amendment will be indicated by the following codes

A = amendment C = correction D = deletion N = new

The data block is repeated as required in any single statement of correction.

008 INFORMATION CODES

The information code field will be fixed in length. The length will be 32 characters, plus the number of characters determined for the record figure print.

In order to limit the length of this fixed field only primary information characteristics are encoded here. An associated information field (Tag 010) will carry secondary information characteristics.

A convention for inputting these codes will be established for systems using the limited coding version

The information codes are :

LANGUAGE CODE

Main language = 3 characters

The 3 character ISO code will be used*

DATE OF PUBLICATION CODE

Date of publication = 9 characters

The date of publication code is introduced by either :

a = single date or span date

b = date of publication of first issue, part, etc. = open date

e.g. a1947 = published in 1947

a19471954 = published 1947 and 1953

b1961 = commenced publication in 1961

PUBLICATION CODES

Form of arrangement = 2 characters

(e.g. Dictionary, encyclopedia, manual programmed text)

Genre = 2 characters

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* The Working Party recommends the adoption of the Library of Congress code pending the preparation of an ISO standard.

(e.g. Fiction, history, biography)

Other types of publication = 2 characters

(e.g. Government publications,
intergovernmental publications,
conference proceedings)

Publication status = 1 character

(e.g. Reprint, reissue, facsimile, draft)

The publication codes will be defined at a later date.

INTELLECTUAL LEVEL CODE OR TARGET GROUP CODE

= 2 characters

The code will record whether the publication is, for example, for children, for adolescents, for undergraduates. The codes will be defined at a later date, and will carry a complete statement of target groups for publications.

GEOGRAPHIC AREA CODE

= 7 characters

These codes are those used at the Library of Congress. The code will indicate the main geographic area which is the subject of the document.

COUNTRY OF PUBLICATION CODE

= 2 characters

PERIODICITY CODES

FREQUENCY

= 1 character

The single letter code records the frequency of serial publications. The codes will be defined at a later date.

REGULARITY

= 1 character

The single code 'X' will be used to indicate a serial publication with an irregular publication pattern.

RECORD FINGER-PRINT

= number of characters to be determined.

A 15-character identifier is outlined in MONOCLE (2nd ed. p.52-59) but may be subject to further refinement in view of ongoing research.

Data fields

010 SUPPLEMENTARY INFORMATION CODES

This field carries secondary information characteristics of the same nature as that of the fixed field information codes. The type of information is identified by a mixture of single letter codes and punctuation.

Languages

If a document is in more than one language or is a translation the three letter ISO code for the main language of the document (see 008 field above) is given preceded by a capital L. This code is followed by

i) The code(s) for the other language(s) of the document if they are as important as the main language.

For example :

B 010 Lengspaswe

Note : A parallel English, Spanish and Swedish text.

ii) The code(s) for the other language(s) of the document if they are supplementary to the main language(s) of the document, enclosed in parentheses

For example :

B 010 Leng (freita)

Note : An English text with French and Italian summaries.

iii) The code(s) for the language(s) from which the document has been translated, preceded by an equals sign

For example :

B 010 Leng = dan

Note : An English translation from the Danish

iv) The code for the transliteration system used in the record, preceded by a colon

For example :

B 010 Lrus : iso

Note : A record for a document in Russian, which contains characters transliterated by the ISO Cyrillic table.

Any or all of these conventions may be used in combination.

For example :

B 010 Lengfre (1taspa)

Note : A parallel English and French text with Italian and Spanish summaries

Dates

If a document has more than one date associated with it (i.e. as well as the date of publication - see 008 field, above), any or all of the following dates may be given preceded by the code indicated, following any supplementary language codes.

Code	Type of date
M	Date of creation
N	Date of original publication
P	Date of manufacture
Q	Copyright date
R	Special date
S	Chronological coverage

For example :

F 010 M1971Q1972

Note : A film created in 1971 and copyrighted in 1972

010 B19101919

Note : A book covering the second decade of the twentieth century

Geographic area

If a document covers more than one geographic area, second and subsequent geographic area codes taken from the Library of Congress list (see 008 field above) are given in lower case letters preceded by a capital Y.

For example :

B 010 Y *

Note : A book which is about * as well as the geographic area represented in the 008 field

Country of publication

If a document is published simultaneously in more than one country the codesfor the second and subsequent countries (see 008 field, above) are given in lower case letters preceded by a capital Z

For example :

F 010 Zenfr

Note : A film issued simultaneously in England and France as well as the country represented in the 008 field.

If an 010 field contains more than one category of code the codes are given in the above order.

For example :

F 010 Leng (fre) M1961 S19141918 Zcaus

Note : A film in English with French sub-titles, made in 1961, covering the period of the Great War, issued in Canada and the United States (as well as the country represented in the 008 field)

02X NUMBERING OF DOCUMENTS

These fields contain the various numbers which a document may bear as part of international, national, or local numbering systems. They may also contain an indication of the format of the document associated with the number, and the price of that document. One of these numbers, preferably the international standard number, is used as the record control number, but is also given in the appropriate 02X field.

Within these fields the main number of each category is given first, it may be followed by any of the following information preceded by the appropriate punctuation.

Punctuation	Information
Equals sign (=)	Alternative number
Diagonal slash (/)	Related document number
Colon (:)	Format statement
Semi colon (;)	Price

Any 02X field may contain alternative and other numbers or format or price information.

021 INTERNATIONAL STANDARD NUMBER

For example :

B 021 0-85331-304-0 = 0-85331-327-X

B 021 0-19-812136-9 ; £3.25

022 NATIONAL NUMBER

For example :

F 022 71-714512 ; Free to schools

023 PROVENANCE NUMBER

This field contains the number(s) assigned to a publication by the publishing or manufacturing agency.

A 023 MUPS 489 = MAPS 6470

024 LOCAL SYSTEM NUMBER

025 OTHER NUMBERS

026 RELATED DOCUMENT CONTROL NUMBERS

This field contains the 'linking' control numbers of preceding, succeeding, or co-existent documents. These linking numbers are preceded by the number to which they are linked and a p (for preceding numbers), s (for succeeding numbers), or c (for co-existent numbers)

For example :

S 026 1234-5678 / p 1233-3333

Note : This is an imaginary example of an International Standard Serial Number followed by the ISSN of the serial which it continues.

B 026 ISBN 0340106893/ c 0340169907: Paperback ; £1.00

Note : In this example of a book available in cased and paperback form the format of the cased version and its price are given in the 021 field.

027 SHELF MARK

This field contains any non-subject based shelf mark (for call marks which are an extension of the classification number, provision is made within the subject fields 5XX)

1XX NAMES

This group of fields contains the names of persons or bodies connected with the document.

The second character of the tag indicates the type of name (person, corporate body, family name)

The third character of the tag indicates the relationship of the name to the document.

Thus :

11X	Name of person	1X1	Primary intellectual responsibility
12X	Name of family	1X2	Secondary intellectual responsibility
13X	Name of corporate body	1X3	Other intellectual responsibility
		1X4	Subject
		1X5	Associative
		1X6	References

TYPE OF NAME

Within the 11X fields the entry element of the name is given first, followed by other elements of the name, preceded by the following conventional punctuation.

Punctuation	Element of name
Comma (,)	Rest of personal name
Diagonal slash (/)	Titles of honour, address, etc. and epithets
Parentheses(())	Dates
Colon (:)	Roman numerals
Dash (-)	Relator
Semi-colon (;)	Topical sub-heading
Full stop (.)	Titles of works*
Equals sign (=)	Linking data in reference and referred to form of name

* used only in 114 and 116 fields

For example :

Shakespeare, William

Disraeli, Benjamin / Earl of Beaconsfield

Wood / Mrs, Henry

Smith, William / poet

Smith, John (1812-1901)

Elizabeth : II / Queen of Great Britain

Chabrol, Claude - director

Dickens, Charles ; Characters

Dickens, Charles . Oliver Twist ; Characters

Aitken, William Maxwell / Baron Beaverbrook = See = Beaverbrook, William Maxwell Aitken / Baron

Within the 12X fields the family name is given first. Any other elements are preceded by the appropriate conventional punctuation taken from the 11X field, above, except that the diagonal slash (/) is used for added places.

For example :

Smith family (1800 - 1950)

Smith family = See also = Smythe family

Smith family / Virginia

Within the 13X fields the entry element of the name is given first followed by other elements of the name, preceded by the following conventional punctuation.

Punctuation	Element of name
Parentheses (())	Dates
Colon (:)	Arabic numerals
Full stop (.)	Subordinate body
Parentheses (())	Inverted element of corporate name
Diagonal slash (/)	Form subheading
Comma (,)	Place and other epithets
Full stop (.)	Second party to treaty
Dash (-)	Relator
Semi-colon (;)	Topical subheading
Double diagonal slash (//)	Titles of works *
Equals sign (=)	Linking data in reference and referred to form of name

* used only in 134, and 136 fields

For example :

Conference on Biology: 3rd, Chicago (1971)

Great Britain. India Office

Great Britain / Treaties, etc. Union of Soviet Socialist Republics (1949, July 6)

Library Association;· Mechanisation projects

Great Britain. India Office // Catalogue

Home Office = See = Great Britain. Home Office

United States. Congress. Library = See = Library of Congress, United States

RELATIONSHIP OF NAME TO DOCUMENT

1X1 PRIMARY INTELLECTUAL RESPONSIBILITY

These tags identify the names of persons or bodies assigned primary intellectual responsibility by the relevant standard.

For example :

B Hamlet by William Shakespeare

111 Shakespeare, William

A Abbey Road : The Beatles

131 The Beatles - composers and performers

X Papers of the Chetwynd family of Sussex

121 Chetwynd family / Sussex

1X2 SECONDARY INTELLECTUAL RESPONSIBILITY

These tags identify the names of persons or bodies with a secondary intellectual responsibility recognised by the relevant standard.

For example :

B Hamlet by William Shakespeare edited by G. Wilson Knight

112 Knight, G. Wilson - editor

F Accident a film directed by Joseph Losey

112 Losey, Joseph - director

A Ella Fitzgerald sings George Gershwin

112 Fitzgerald, Ella

X A manuscript letter written by the head of the India Office in 1873

132 Great Britain. India Office

B The rivals of Sherlock Holmes collected and introduced by Hugh Greene

112 Greene / Sir, Hugh Carlton

F Long jump. Athletic Institute

132 Athletic Institute, United States

1X3 OTHER INTELLECTUAL RESPONSIBILITY

These tags identify the names of persons or bodies who have some measure of intellectual responsibility, other than those recognised by the relevant standard.

For example :

F Les Regles du Jeux a film by Jean Renoir subtitles Mai Harris

113 Harris, Mai

B Angelique by Sergeanne Golon translated by Marguerite Barnett

113 Barnett, Marguerite - translator

1X4 SUBJECT NAMES

These tags identify the names of persons or bodies which are the subject ot the document being catalogued.

For example :

F At your service a film about theCrown Agents

134 Crown Agents

B Charles Dickens by Angus Wilson

114 Dickens, Charles

B Sylvia's lovers (Mrs Gaskell) by Graham Handley

114Gaskell, Elizabeth. Sylvia's lovers

B The plot of Middlemarch by Broderick Amberley

114 Eliot, George. Middlemarch ; Plot

1X5 ASSOCIATIVE NAMES

These tags identify the names of persons or bodies which have a connection with the document being catalogued other than a relationship based on intellectual responsibility or a subject relationship.

For example :

F To the South Pole with Peter Scott

Summary : Peter Scott presents his journey to the Antarctic....

as compared with the route taken by his father Captain Robert Falcon Scott

115 Scott, Robert Falcon

X Letter from Benjamin Franklin to Gaetano Filangieri

115 Filangieri, Gaetano

A "Recorded in the...Library of Congress on the Stradivari instruments of the Gertrude Clarke Whittal Foundation"

135 Gertrude Clarke Whittal Foundation

1X6 REFERENCES

These tags identify fields which contain the tag and the repeat of the field to which reference is made, the form of a name from and the reference itself.

For example :

B 116 111 Maurier / Dame, Daphne du = See = Du Maurier / Dame, Daphne

X 136 132 India Office = See = Great Britain. India Office

2XX TITLE FIELDS

These fields contain titles and title information relating to the publication being catalogued, (other than the titles borne by the publication) and the standard description of that publication. Within the titles and title information relating to the publication fields (20X, 21X, 22X, 23X, 24X, 25X, 27X, 28X) the main information in each category is given first, it may be followed by any of the following information preceded by the appropriate punctuation.

Punctuation	Information
Full stop (.)	Part of work. Collective subtitle
Comma (,)	Language
Colon (:)	Version
Parentheses (())	Dates
Dash (-)	Place
Diagonal slash (/)	Other qualifications added to titles
Equals sign (=)	Linking data in reference, and referred to form of title.

20X UNIFORM TITLES

These fields contain the titles which have been chosen for cataloguing purposes to identify works which have appeared under varying titles.

201 UNIFORM TITLES IN THE LANGUAGE OF THE PUBLICATION

202 UNIFORM TITLES NOT IN THE LANGUAGE OF THE PUBLICATION

For example :

B Fiesta by Ernest Hemingway. Originally published as 'The sun also rises'

201 The sun also rises

F The eclipse a film by Michelangelo Antonioni

202 L'Ecclisse - Italy

B The Gospel of Mark

201 Bible. New Testament. Mark, English (1971)

A Prelude : The afternoon of a faun. Music Treasures of the World. MT-20

202 Prelude a l'apres midi d'un faune

211 PARALLEL TITLES

This field contains the title of the document in another language when such titles appear on the publication, and an entry is required under the parallel title.

For example :

S Journal of applied mathematics. Journal des mathematiques appliquees

211 Journal des mathematiques appliquees

212 TRANSLITERATED TITLE

This field contains the transliterated title of a document when the title given in the 'title borne by the publication' field (261) is in a non-roman script.

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For example :

B Title page - Αριστοφανους Νεφελαι

212 Nephelai

213 ALTERNATIVE TITLE

This field contains the alternative title of a document when such a title is considered to be significant.

For example :

B Tom Jones, or, The history of a foundling

213 The history of a foundling

B Julie, ou, La Nouvelle Heloise

213 La Nouvelle Heloise

22X SUPPLIED TITLES

These fields contain descriptive titles or collective titles describing the publication when the publication lacks a title, or a collective title is required for filing purposes.

221 SUPPLIED TITLES - - NO DOCUMENT TITLE PRESENT

222 " " - - COLLECTIVE - COMPLETE

223 " " - - SELECTED

224 " " - - SELECTIONS

225 " " - - INDIVIDUAL GENRES

For example :

X 221 Letter,1847 June 2,Washington,DC,to James K Polk.

221 Proposed arsenal at Pitsburgh.Rendering, elevation, plans

X The complete musical works of G G Cambini

222 Works

B Selected works of William Shakespeare

223 Selected works

B Gems from Spinoza

224 Selections

X G F Handel, Sonatas for flute and piano

225 Sonatas,flute and continuo

X The records, 1816-1908, of the American Colonization Society

225 Records (1816-1908)

B Selected poems of Robt Herrick

225 Poems. Selected

231 KEY TITLE

This field contains the 'key title' of a serial, as defined by the International Serials Data System "Guidelines" * and by the International Standard Bibliographic Description for Serials. It is the title which is linked to the International Standard Serial Number.

For example :

S Transactions for the year. The Grotius Society

231 Transactions for the year/The Grotius Society

S Actualites industrielles de Grande-Bretagne

231 Actualites industrielles de Grande-Bretagne

S Journal of Health

231 Journal of Health, Philadelphia

232 ABBREVIATED TITLE

This field contains the abbreviated title of a serial, formulated according to a standard system. Compressed titles and similar serial title codings (e.g. CODEN) are included here.

For example :

S Journal of European Studies

232 J.Eur.Stud.

S. Indian Pediatrics

232 INPD-A

---

* To be published

244 TITLE AS SUBJECT

This field contains the titles of anonymous works which are the subject of the document being catalogued, or of works without any person or body primarily responsible for its intellectual or artistic content.

For example :

B Critical studies of 'Sir Gawain and the Green Knight'

244 Sir Gawain and the Green Knight

F The Making of '0, Lucky Man!!

244 0,Lucky Man!

256 TITLES AS REFERENCES

This field contains the field enumerator of the field to which reference is made, the form of a title from which a reference is to be made, and the reference itself.

For example :

B 256 202 Song of Roland = See = Chanson de Roland

F 256 260 Pathway to the stars = See = God's warriors

260 STANDARD DESCRIPTION

This field contains the standard description of the document. The field is divided into a number of areas, each being separated from the next by a full stop, space, dash, space (. -).

The areas of the standard description are :

1. Title and statement of intellectual responsibility area

This area contains the principal title borne by the publication, any other titles appearing on the publication and any statement of intellectual responsibility transcribed from the publication.

2. Edition area

This area contains the name or number of a new edition of a document, any statements of intellectual responsibility that are associated with that edition, and any supplementary statement on the edition.

3. Publication area

This area contains details of the place from which the document is issued, the name of the person or body who published, distributes, etc., the document, and the date of the document.

4. Physical description area

This area contains information on :

1)The physical form designator of the material

2)Any necessary systems qualifier

3)A description of the extent of the document

4)The element of enrichment or other special descriptive detail such as illustrations, colour, etc., appropriate to the document.

5. Notes area

This area contains additional details about the publication. It may repeat information given either in coded form in the information code field or elsewhere in the record, or be derived from this information. If more than one note is made they are given in the order indicated in the full EUDISED format, except for series and contents notes in the single-level implementation, see Levels (p. 90).

Within each area the elements of that area are preceded by prescribed punctuation. Unless otherwise indicated each piece of prescribed punctuation is followed by a space. Punctuation occurring casually (eg. in titles) is not followed by a space.

The prescribed punctuation is :

Area	Prescribed punctuation	Element
Title and statement of intellectual responsibility		Title proper
	Dash (-) *	Country

* All these pieces of punctuation are preceded and followed by a space.

Area	Prescribed punctuation	Element
	Equals sign (=) *	Parallel titles
	Semi-colon (;)	Alternative title
	Colon (:)	Subtitles and other titles
	Diagonal slash (/)	First statement of intellectual responsibility
	Semi-colon (;)	Second and each subsequent statement of intellectual responsibility
	Full-stop (.)	Volume number or designation
	Colon (:)	Volume subtitle or alternative designation
Edition		Edition statement
	Colon (:)	Supplementary edition statement
	Diagonal slash (/)	First statement of intellectual responsibility for the edition
	Semi-colon (;)	Second and each subsequent statement of intellectual responsibility for the edition
Publication		First place of publication, issue etc.
	Semi-colon (;)	Second and each subsequent place of publication, issue, etc.
	Colon (:)	Name(s) of publisher(s), issuer(s) etc.
	Dash (-) *	Statement of function of publisher issuer, etc.
	Comma (,)	Date of publication, issue, etc.
Physical Description		Physical form designator
	Dash (-) *	Systems qualifier

* All these pieces of punctuation are preceded and followed by a space.

Semi-colon (;)	Element of extent
Colon (:)	Element of enrichment

Notes

If a series note is made (see appendix on levels) it is given as the first note and enclosed in parentheses. All other notes are separated from this and from each other by a dash (-). *

Examples of standard descriptions

X 260 Tourist map of the Cumberland and Westmorland Lake District / drawn by H. Pollock. - Edinburgh: Gall and Inglis - publisher, [1950 ?]. - Map - Scale 1:126,720; 86 x 63 cm fold to 22 x 8 cm : col.

A 260 Piano rags / by Scott Joplin; Joshua Rifkin, piano - New York: Nonesuch Records; London: Transatlantic Records, 1973. - Disc - stereophonic; 2 sides; 12 in.: microgroove: 33⅓ r.p.m. - Eight tracks - Sleeve notes by Joshua Rifkin.

B 260 Ice Dances: official steps, diagrams and glossary of terms / National Skating Association of Great Britain. - 7th ed. - London: N S A - publisher, 1968. - Text; 99p; 22cm: illus. - Previous ed.1966

F 260 Papa Doc: the Black Sheep - U.K. - Leeds: Yorkshire Television - prod. co.; London: British Film Institute - dist., 1969. - Film - 16 mm - sound; 53 mins: col. - A portrait of Haiti the world's first black republic, ruled since 1957 by its 'president for life' the late Doc or Francois Duvalier. Whicker is seen interviewing him in his presidential palace - prod. Tony Essex. rep.Alan Whicker

* All these pieces of punctuation are preceded and followed by a space.

F 260 The rise and fall of the Great Lakes. - Ottawa: National Film Board of Canada - manufacturer, 1969. - Videotape - EVR - sound; 17 min: col. - Also issued as The death of the Great Lakes - A lone canoeist lives through all the changes of geological history, through Ice Age and flood, only to find himself trapped in a sea of scum - Producer, Joseph Koenig; director. scriptwriter and photographer, William Mason; scientific adviser, V.K. Prest; music director, Robert Flemming; animation cameraman, Kjeld Nielsen

27X - 28X PRECEDING AND SUCCEEDING TITLES

These fields contain titles previously or successively borne by the document. The third character of the tag is used to define the exact relationship between these titles and the title of the work in hand.

271 CONTINUES

272 CONTINUES IN PART

273 SUPERSEDES

274 SUPERSEDES IN PART

275 AMALGAMATION OF

276 INCLUDES (WITHOUT CHANGING ITS OWN TITLE)

277 INCLUDES IN PART (WITHOUT CHANGING ITS OWN TITLE)

278 SPLIT OFF FROM (WITHOUT OTHER TITLE CHANGING)

279 RESUMES (SAME TITLE WITH SEPARATE CLOSED ENTRY)

281 CONTINUED BY

282 CONTINUED IN PART BY

283 SUPERSEDED BY

284 SUPERSEDED IN PART BY

285 AMALGAMATED WITH

286 INCLUDED BY (WITHOUT OTHER TITLE CHANGING)

287 INCLUDED IN PART BY (WITHOUT OTHER TITLE CHANGING)

288 SPLIT INTO

289 RESUMED AS (PREVIOUS TITLE, AFTER PERIOD AS TITLE IN HAND)

5XX CLASSIFICATION MARK FIELDS

These fields contain class marks drawn from classification schemes, secondary class marks, and verbal expression of the subjects obtained in the class marks.

Within each field, the class mark is given first, it may be followed by either of the following elements, preceded by the appropriate punctuation.

Punctuation	Element
Diagonal slash (/)	Call mark
Dash (-)	Verbal feature

For example :

681. 7 / P937

599. 744478 - Otters

501 DECIMAL CLASSIFICATION NUMBERS AND FEATURES

For example :

501 690. 12

501 690. 12 - Cavity walls. Metal ties. Specifications

511 UNIVERSAL DECIMAL CLASSIFICATION NUMBERS* & FEATURES

For example :

511 692.19.001.5 - Space research. Role of space flight.

STUDY EXAMPLE. RESEARCH ON VAN ALLEN RADIATION BELTS

* Punctuation symbols occurring in UDC numbers are not preceded or followed by a space.

521 LIBRARY OF CONGRESS CLASSIFICATION NUMBERS & FEATURES

For example :

521 LA 226 - History of higher education. United States

58X SPECIAL SUBJECT CLASSIFICATION FIELDS

N.B. Unique fields to be allocated according to network requirements

6XX VERBAL SUBJECT DATA

These fields contain verbal subject data, and subject index data. Within each field the main part of the subject data is given first, followed by any of the following elements, preceded by the appropriate punctuation.

Punctuation	Element
Full stop (.)	Topic subheading
Comma (,)	Place subheading
Parentheses (())	Date subheading
Dash (-)	Form subheading

611 LIBRARY OF CONGRESS SUBJECT HEADINGS

For example :

611 Art. History (19th century)

611 Panna Maria, Tex. History

611 Music, Philippines - Recordings

651 SPECIAL VERBAL SUBJECT SYSTEMS

66X SUBJECT INDEX DATA

Tags to be allocated to special schemes e.g. PRECIS

681 KEYWORD SUBJECT DATA

691 SECTIONAL HEADINGS FOR PUBLICATION ORGANISATION

3.4 REPEATS

Where there is more than one occurrence of a field at the same level such occurrences are signalled by a REPEAT character at input.

e.g. 4 112A / Gorman, Michael

4 _112B / Smith, Henry

Subsequent recurrence of the 112 field at the 4 level would have the repeat digit C, D, E and so on.

The repeat characters at input translate into a further occurrence of a directory entry in the main record directory or associated subrecord directories.

3.5 INDICATORS

The following table of indicators provide for

i. indicating whether a title is a significant filing title or not

ii. indicating that data presented in field does not conform to standard* or may require editorial change when being used in a country other than that which produced the record

iii. indicating whether the edition area is or is not present in the standard description. **

iv. indicating that a field possesses special filing requirements, e.g. leading non-filing characters; substitutes filing data embedded in field

v. indicating that name information in a publication statement repeats the primary name.

vi. indicating that information in a field is in a coded form.

The number of indicators required is defined by the number of variant conditions which co-exist within a single field.

The indicators are stacked to restrict the number present in the record to the essential minimum.

FIRST INDICATOR

FIELD 260 (STANDARD DESCRIPTION)

0 = NON SIGNIFICANT TITLE ***- EDITION AREA PRESENT

1 = SIGNIFICANT TITLE ***- EDITION AREA PRESENT

5 = NON-SIGNIFICANT TITLE ***- EDITION AREA NOT PRESENT

6 = SIGNIFICANT TITLE ***- EDITION AREA NOT PRESENT

---

* By 'standard' is meant conforming to internationally accepted standards.

** This information is important for use of limited coding records, as the edition area is the only major area that may not be present. E.g. if a 260 field has a first indicator 5 or 6 the first area is the title, the second contains the publication details, and the third is the physical description.

*** By title is meant the first element of the 260 field (i.e. the title proper up to the first piece of prescribed punctuation (.; : / - or =).

OTHER FIELDS

0 = STANDARD ; UNCODED

1 = STANDARD : CODED

2 = NON-STANDARD

SECOND INDICATOR

Applies to any fields which become LEAD fields in filing (name, subject etc.) and to the first element of the 260 field (i.e. the title proper up to the first piece of prescribed punctuation (: ; = / - or .)**

0 = NO SPECIAL FILING CONDITION PRESENT

1 = NON-FILING CHARACTERS IN LEADING POSITION

2 = NON-FILING CHARACTERS IN LEADING POSITION AND INTERIOR FILING SUBSTITUTION DATA PRESENT

3 = INTERIOR FILING SUBSTITUION DATA ONLY PRESENT

4 = FIRST BLANK OR PUNCTUATION SYMBOL SUPPRESSED IN FILING

** Use of filing indicator presupposes adoption of the 'bar technique' or similar provision.

LEVELS

In the full EUDISED format the use of seven levels of bibliographic information is envisaged. By 'levels' is meant the recognition within the structure of the bibliographic record that information may pertain to a single work, a collection of works, or a part of a work.

The seven levels recognised are

Collection
1. Collection
2. Sub,collection

Single work
3. Document

Part of Work
4. Volume (i.e. physical part of document)
5. Analytical (i.e. not physically separate part of document)
6. Sub-volume (i.e. physically separate part of physically separate part)
7. Volume analytical (i.e. not physically separate part of physically separate part)

In considering limited implementation of the format there are two main areas of limitation (i) limited coding (dealt with in the preceding pages) (ii) single-level implementation. In the single-level implementation the bibliographic record records as primary data information about the single work, and adds information about the collection to which it belongs or about its parts as supplementary data (i.e. as notes).

It is expected that systems using limited coding techniques will also use the single-level implementation.

Single-level implementation with limited coding

In the single-level implementation the levels listed above will be recognised as follows.

1. Collection — A statement that a document belongs to a collection will be made as the first note (i.e. following the stop, space, dash, space after the physical description area) and will be enclosed by parentheses.

2. Sub-collection. A statement that a document belongs to a sub-collection will be made within the parentheses enclosing the collection statement, and will be preceded by a colon.

Within the collection and sub-collection statement numberings within the collection or sub-collection will be preceded by a semi-colon, and statements of intellectual responsibility for the collection or sub-collection may be added, preceded by a diagonal slash. If a document is in more than one collection each collection statement is enclosed within separate sets of parentheses.

For example :

(Films of tomorrow; no.36)

(Records for pleasure: classical section; no.27)

(Works / Victor Hugo; vol.13) (French masters; vol.19-13)

3. Document. Information relating to the single document will be given within the full field tag and indicator provision.

4. Volume. Volume information will be given within the first area of the 260 field, following title information relating to the whole document. The first statement about the volume (its number or designation) will be preceded by a full stop, volume subtitles or alternative designations will be preceded by a colon, and any statements of intellectual responsibility for the volume will be preceded by a diagonal slash.

For example :

Charlesworth on negligence. 5th cumulative supplement: up to date to October 1, 1967 / by R.A. Percy.

5. Analytical. Analytical information will be given either as the first note (if there are no collection notes present) or following any collection note preceded by two dashes. * The analytical note starts with the word "Contents": (or its equivalent in other languages). Information within the analytical note is given in the following formalised form : Primary name heading. Main title : other titles / statements of intellectual responsibility. Edition. Physical description.

For example :

-- Contents : Etherege, George. The man of mode / edited by James White. p.1-101. Wycherly, William. The country wife / edited by John Brown. p.102-197. Congreve, William. Love for love / edited by James White. Simplified ed. p.198-253.--

---

* If other notes follow the analytical note it is also followed by two dashes

6. Sub-volume. Sub-volume information is given immediately after the volume information (see 4 above) preceded by a full stop. Within the sub-volume statement the punctuation pattern of the volume statement is repeated.

For example :

Chitty on contracts. Vol.2 : Specific contracts / by A.G. Guest. 6th supplement : up to date to October 1, 1967 / by M.A. Lines.

7. Volume analytical. As analytical (see 5, above). This information will only occur in records with volume information (see 4, above).

Examples of single level records with limited coding

1. 001 6319412695

008 eng a 1961 ---- la do ---------- us --

260 60 Music and dance of the hill people of the Northern Philippines. Part 1. - Seattle: University of Washington Archives of Ethnic Music and Dance - sponsor; Seattle: University of Washington Press - distributor, 1971. - Film - 16mm - sound; 29 mins.: col. - (Washington films / Archives of Ethnic Music and Dance; no.4) - Presents performances of various types of gong playing, singing, and dancing by the people of the central part of Luzon.

501 00 780.914

521 00 M1822

611A00 Music, Philippines

611B00 Folk dance music, Philippines

2. 001 0586080988

008 eng a 1970 ---------- en --

021 00 0-586-08098-8 ; £1.625

112A00 Coustillas, Pierre

112B00 Koike, Shigeru

113 00 Korg, Jacob

114A00 Gissing, George; Japanese viewpoints

114B00 Gissing George; Collecting

260 60 Gissing East and West: four aspects / by Shigeru Koike [and others]. - London:: Enitharmon Press, 1970; Stoke Ferry: Daedalus Press - printer. - Book; [6], 30, [4] p.; 22cm: ill. - (Enitharmon Press Gissing series / edited by Pierre Coustillas; vol. 5) -- Contents: Koike, Shigeru. Gissing in Japan / translated from the Japanese and revised by the author and Jacob Korg. p.1-13: ill.

Kanco, Giichi. Gissing and I. p.14-17. Kohler, C.C. Gissing from a booksellers point of view. p.19-20. Coustillas, Pierre. Collecting George Gissing. p.21-30. -- 'This edition consists of 300 numbered copies' note.

501 00 823.8 - Gissing, George. Essays

Multi-level implementation with limited coding

In the multi-level implementation the seven levels of the full EUDISED format will be used. The document level (level 3) will contain the fields set out in the limited coding version (including the 260 field). Information at other levels will be given within the fields of the full format, within these fields the punctuation will be derived from the equivalent areas of the 260 field as set out below.

Additional fields which may be used in levels 1, 2, and 4-7 in the multi-level limited coding implementation *

Tag	Name	Punctuation	Element
261	Titles borne by the publication		Title proper
		Dash	Country
		Equals	Parallel title
		Semi-colon	Alternative title
		Colon	Subtitles, etc.
		Diagonal slash	First statement of intellectual responsibility
		Semi-colon	Second and subsequent statement of intellectual responsibility
		Full stop	Volume numbering, etc.
291	Volume numbering		Volume number, etc.
		Colon	Volume subtitle, etc.

* Indicator values within these fields are as in the full EUDISED format

Tag	Name	Punctuation	Element
301	Edition		Edition statement
		Colon	Supplementary edition statement
		Diagonal slash	First statement of intellectual responsibility for the edition
		Semi-colon	Second and subsequent statement of intellectual responsibility for the edition
31X	Publication		First place of publication, etc.
(311-315 - see full format)			
		Semi-colon	Second and subsequent place of publication, etc.
		Colon	Name of publisher, etc.
		Dash	Statement of function of publisher, etc.
		Comma	Date of publication, etc.
351	Physical Description		Physical form designator
		Dash	Systems qualifier
		Semi-colon	Element of extent
		Colon	Element of enrichment
4XX	Notes		
(402-481 - see full format)			

Examples of multi-level records with limited coding

1.

001 631941 2695

008 eng a 1961 ---- la do ---------- us --

10 132 00 University of Washington. Archives of Ethnic Music and Dance

10 136 00 132 Washington, State. University = Sec = University of Washington

10 261 10 Washington films. No.4.

30 260 60 Music and dance of the hill people of the Northern Philippines. - Seattle: University of Washington Archives of Ethnic Music and Dance - sponsor; Seattle: University of Washington Press - distributor, 1971. - Film - 16mm - sound

40 291 00 Part 1

40 351 00 Film - 16mm - sound; 29 mins: col.

40 467 00 Presents performances of various types of gong playing, singing, and dancing by the people of the central part of Luzon

40 501 00 780.914

40 521 00 M1822

40 611A 00 Music, Philippines

40 611B 00 Folk dance music, Philippines

2.

001 0586080988

008 eng a 1970 ---------- en --

10 261 10 Enitharmon Press Gissing series / edited by Pierre Coustillas, Vol.5

10 311 00 London: Enitharmon Press, 1969

10 112 00 Coustillas, Pierre

30 021 00 0-586-08098-8 ; £1.625

30 114A 00 Gissing, George; Japanese viewpoints

30 114B 00 Gissing, George; Collecting

WORKED EXAMPLES

1.

001 111111113

021 00 11-11-11-11-3 ; £0.50

131 00 Gall and Inglis, Firm

112 00 Pollock, H. - cartographer

260 16 Tourist map of the Cumberland and Westmorland Lake District / drawn by H. Pollock. - Edinburgh : Gall and Inglis,[1950?]. - Map - scale 1:126,720; 86 x 63 cm fold to 22 x 8 cm: col

501 00 914.28

651 00 Lake District - Maps

Single level

2.

001 0049210106

021 00 0-04-921010-6 ; £6.50

026 00 0-04.921010-6 / c004-921011-8; £2.10 / 004-921012-4; £2.10 /c0-04-921013X; £2.50

111 00 Russell, Bertrand / Earl Russell

260 64 The autobiography of Bertrand Russell. - London: Allen and Unwin, 1967-1969. - Book; 3 vol.; 24 cm: illus: ports, facsims. - Contains letters to and from Russell - Contains index.

651 00 Philosophers, English - Biographies

Multi-level

001 004 9210106

30 021 00 0-04-921010 - 6 ; £6.50

30 111 00 Russell, Bertrand / Earl Russell

30 260 64 The autobiography of Bertrand Russell. London: Allen and Unwin, 1967-1969. - Book; 3 vol.; 24 cm: illus, ports, facsims. - Contains letters to and from Russell - Contains index.

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30 260 60 Gissing East and West: four aspects / by Shigeru Koike [and others]. - London: Enitharmon Press, 1970 ; Stoke Ferry: Daedalus Press - printer. - Text; [6], 30, [4] p. ; 22 cm: ill. -- Contents: Koike, Shigeru.Gissing in Japan. Kanco, Giichi. Gissing and I. Kohler, C.C. Gissing from a bookseller's point of view. Coustillas, Pierre. Collecting George Gissing -- 'This edition consists of 300 numbered copies' note.

30 501 00 823.8 - Gissing, George. Essays

50 111 00 Koike, Shigeru

50 112 00 Korg, Jacob - translator

50 261 10 Gissing in Japan / translated from the Japanese and revised by the author and Jacob Korg

50 351 00 ; p. 1-13 : ill

50 430 00 Translation originally published in 'Bulletin of the New York Public Library', Nov. 1963 - Originally published in Japanese in "Comparative Literature", 1953.

30 651 00 Philosophers, English - Biographies

40 021 00 0-04-921011-8; £2.10

40 291 00 1872-1914

40 311 00 , 1967

40 351 00 ; 230p

41 021 00 0-04-921012-4; £2.10

41 291 00 Vol.2: 1914 - 1944

41 311 00 , 1968

41 351 00 ; 268p.

42 291 00 Vol.3: 1944-1967

42 311 00 , 1969

42 351 00 ; 232p.

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TABLE OF FIELD AND SUBFIELD EQUIVALENTS

Full EUDISED format		Limited coding EUDISED	
Tag	Subfield	Tag	Punctuation or code
001-008		001-008	
010	$h	010	L
	$i		L
	$j		
	$k		
	$l		
	$m		M
	$n		N
	$p		P
	$q		Q
	$r		R
	$s		S
	$y		Y
	$z		Z
02X	$h	02X	
	$i		=
	$j		/p
	$k		/s
	$l		/c
	$n		:
	$o		;
11X	$h	11X	
	$i		,

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	$j		/
	$k		/
	$l		()
	$n		:
	$u		;
	$v		-
	$w		=
	$x		=
12X	$h	12X	
	$s		/
13X	$h	13X	
	$m		:
	$o		.
	$p		()
	$q		
	$r		/
	$s		,
	$t		.
	$u		;
	$v		-
	$w		=
	$x		=
2XX	$h	2XX (except 260)	
	$i		.
	$j		,
	$k		:
	$l		()
	$m		-
	$n		/
	$w		=

BEST COPY AVAILABLE

	$x	=
261	$h	
	$o	
	$p	:
	$q	=
	$r	;
	$s	/
	$t	/ or ;
	$u	;
	$v	.
301	$h	:
	$i	.-
	$j	/ or ;
31X	$h	:
	$i	.-
	$j	()
	$k	:
351	$h	,
	$i	.-
	$j	-
	$k	;
4XX	$h	:
5XX	$h	.- or -
	$i	
	$j	/
6XX	$j	-
	$k	
	$l	.
	$m	,
	$n	()
		-

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EUDISED WORKSHEET

Specimen
Worksheet 1

SINGLE LEVEL AND LIMITED CODING IMPLEMENTATION

MEDIUM | | ORIGINATING INSTITUTION | |

RECORD CONTROL NUMBER 001 | |

		Information codes 008 Language codes | | | Date of publication | | | | | | | | | | Publication | | | | | | | Intellectual level | | Geographic area | | | | | | | Country | | Periodicity | |
T 010	I	Supplementary information codes
02		Numbers
1		Intellectual responsibility
20 21 22 23 244 256 27 28		Titles (Uniform, supplied, etc.)

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T	I	
260		Standard description
5		Class marks
6		Verbal subject headings

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MEDIUM: FIL

ORIGINATING INSTITUION: AH

RECORD CONTROL NUMBER 001: 6319412695

MG

Information codes

008

Language codes: e n g

Date of publication: a 1 9 6 1

Publication: l a d o

Intellectual level:

Country: U S

Periodicity:

Geographic area:

T	I	
010		Supplementary information codes
021		Numbers 631-941269-5
1		Intellectual responsibility
		Titles (Uniform, supplied, etc.)
20		
21		
22		
23		
244		
256		
27		
28		

BEST COPY AVAILABLE

T	I	
260	60	Standard description Music and dance of the hill people of the Northern Philippines. Part 1. - Seattle: University of Washington Archives of Ethnic Music and Dance - sponsor; Seattle: University of Washington Press - distributor, 1971. - Film - 16mm - sound; 29 mins.: col. - (Washington films/Archives of Ethnic Music and Dance; no. 4) - Presents performances of various types of gong playing, singing, and dancing by the people of the central part of Luzon.
501	00	Class marks 780.914
521	00	M1822
611 A	00	Verbal subject headings Music, Philippines
611 B	00	Folk dance music, Philippines

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EUDISED WORKSHEET
MULTI-LEVEL & LIMITED CODING IMPLEMENTATION

Specimen
Worksheet 2

MEDIUM [ ] INSTITUTION [ ]

RECORD CONTROL NUMBER 001 [ ]

Information Codes 008

Language codes [ ][ ][ ]
Date of publication [ ][ ][ ][ ][ ][ ][ ][ ][ ]
Publication [ ][ ][ ][ ][ ][ ][ ]
Intellectual level [ ][ ]
Geographic area [ ][ ][ ][ ][ ][ ][ ]
Country [ ][ ]
Periodicity [ ][ ]

L	T	I	Supplementary information codes
	010		
	02		Numbers
	1		Intellectual responsibility
	20		Titles (Uniform, supplied, etc.)
	21		
	22		
	23		
	244		
	256		
	27		
	28		

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L	T	I	
3	260		Standard description
	261		Titles
	291		Volume
	301		Edition
	31		Publication
	351		Physical description
	4		Notes
	5		Class marks
	6		Verbal subject headings

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MEDIUM: TEX | INSTITUTION: AH

RECORD CONTROL NUMBER 001: 0586080988 | MG

Information Codes 008

Language codes: e n g

Date of publication: a 1 9 7 0

Publication:

Intellectual level:

Geographic area:

Country: e n

Periodicity:

L	T	I	Supplementary information codes
	010		
30	022		Numbers 0 - 586 - 08098 - 8; £1.625
10	112	00	Intellectual responsibility Coustillas, Pierre
50	111	00	Koike, Shigeru
50	112	00	Korg, Jacob - translator
30	114A	00	Gissing, George; Japanese viewpoints
30	114B	00	Gissing, George; Collecting
	20		Titles (Uniform, supplied, etc.)
	21		
	22		
	23		
	244		
	256		
	27		
	28		
	291		

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L	T	I	
30	260	60	Standard description Gissing East and West: four aspects / by Shigeru Koike [and others]. - London: Enitharmon Press, 1970; Stoke Ferry: Daedalus Press - printer. - Text; [6] , 30, [4] p.; 22cm: ill. - - Contents: Koike, Shigeru. Gissing in Japan. Kanco, Giichi. Gissing and I. Kohler, C.C. Gissing from a bookseller's point of view. Coustillas, Pierre. Collecting George Gissing- 'This edition consists of 300 numbered copies note
10 50	261 261	10 10	Titles Enitharmon Press Gissing series / edited by Pierre Coustillas. vol.5 Gissing in Japan / translated from the Japanese and revised by the author and Jacob Korg
	291		Volume
	301		Edition
	31		Publication
50	351	00	Physical description ; p. 1-13: ill
50	430	00	Notes Translation originally published in 'Bulletin of the New York Public Library', Nov. 1963 - Originally published in Japanese in "Comparative Literature", 1953
30	501	00	Class marks 823.8 - Gissing, George. Essays
	6		Verbal subject headings

EUDISED FILM FORMAT

by

MICHAEL GORMAN

The British Library

November 1973

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EUDISED FILM FORMAT

1. INTRODUCTION

The EUDISED format drafted by John Linford (In EUDISED 'Standards, format, character representation'. Strasbourg : Council of Europe, 1973) has, among its objectives, the aim of providing a structure which will contain any type of formalised document record. In other words the format is general in that its structure and content are designed to hold records of all types of publication, book and non-book alike. This EUDISED film format has two purposes. First, it has the practical aim of selecting those elements of the parent format which apply to the cataloguing of film materials, * and where necessary, defining those elements in terms of films. Second, it has the theoretical aim of proving the validity of the EUDISED format approach by showing that a format for a specific medium can be derived from a general format without any incompatibility. If this assumption is proved, then work can proceed on other specific medium sub-formats which can be used by single media cataloguing agencies contributing to a multi-media network.

---

* Film materials are defined in the EUDISED film format as including cinefilms, film loops, videotapes, and filmstrips, but excluding all microforms. Throughout the format the term "film" is used as a general designation for film materials.

2. STRUCTURE OF THE FORMAT

The EUDISED film format is, like its parent format, based on the International Standards Organisation publication "Formats for bibliographic information interchange on magnetic tape" (ISO2709).

ISO2709 lays down a structure for the bibliographic record. This structure and the EUDISED interpretation of it is set out here.

1. Record label. This is a fixed field occurring at the head of the record containing the following elements.

Position in record label	Name of element	Content in a EUDISED film record
0-4	Record length	Number of characters in the record - this information is system-generated.
5	Record status	Coded indication of status of the record - n = new record c = corrected record d = deleted record i = incomplete record
6-8	Media code	Coded indication of the medium recorded. A three-character code will be taken from the relevant section of the list of media codes to be drawn up by M.Shifrin. The code is input by the cataloguer.
9	Level code	A single character code defining the level or levels present in the record* 1 = collection 2 = collection + film 3 = collection + film + analytical 5 = film 6 = film + analytical These codes will be generated by the presence of level codes at input. * Records with single level implementation only will have level code 5.

10	Indicator length	Set at 2
11	Identifier length	Set at 2
12-16	Base address of data	
17	Level and coding use	A single code indicating the use of coding in the record and the use of levels in the record. a = Full coding using all tag and subfield code provision. Multi-level record structure. b = Full coding using all tag and subfield code provision. Single-level structure. c = Limited coding with area level tags and no subfields. Multi-level record structure. d = Limited coding with area level tags and no subfields. Single level structure. These codes will be system-generated.
18-19	Source of record code	A two-character code will be assigned to each film organisation contributing records to the network. The relevant code will be input by the cataloguing agency.

2. Record directory. The record directory consists of a series of fixed length entries (12 characters each) which contain the identifying tag, the length, and the starting character position of each of the variable fields in the record. Each record directory entry is system generated.

3. Data fields. The data fields are variable length fields, which may be further subdivided into subfields.
A field is a discrete major element of the record which is defined by a three digit numeric tag. A subfield is a separately recognised part of a field defined by a two digit subfield code consisting of an identifier and a single alphabetic character.

---

* For definition of these characters see "ISO R646: 7-bit code".
Each field 010-999 carries as the first data element two indicators which supply further information about the contents of the field, the relationship between the field and other fields in the record, or the action required in certain manipulation processes.

The fields are divided into

- record identifier data field : tag 001
- reserved data fields : tags 002-009 as required
- bibliographic data fields : tags 010-999 as required

(N.B. fields 001-009 do not contain indicators (see below) or subfield codes).

A field separator* will be inserted at the end of each field.

A record separator* will be inserted after the field separator of the last field of the record.

3. DATA FIELDS : LIST : WITH EXPLANATIONS AND EXAMPLES (NB subfield boundaries are indicated in these examples by a diagonal slash /).

001 The record control number

Ideally the record control number should be the INTERNATIONAL STANDARD NUMBER relating to the type of document being catalogued (ISBN, ISSN, etc.). As there is at present no international standard numbering scheme for films, the control number will conform to an agreed network numbering system. The number used as record control number will also be repeated in the appropriate field 021-026.

002 Sub-record directory data field

This field contains one or more directory entries relating to the presence of sub-record directories contained in and occurring at the end of the record directory. Data in this field is generated by the presence of information in the field enumerator* used at input. Each sub-record directory groups and identifies all of the fields relating to a particular sub-record.

*The field enumerator is made up of the level numbers, the tag and repeat numbers.

003 Non-standard field directory

This field contains one or more directory entries pointing to any field of fields in the record where the data content does not conform to the network standard appropriate to that field. Each directory will contain the TAG, LENGTH and STARTING CHARACTER POSITION of the field it identifies. Data in this field will be generated by the presence of information in the field enumerator used at input.

---

*For definition of these characters see "ISO R646: 7-bit code".
Each field 010-999 carries as the first data element two indicators which supply further information about the contents of the field, the relationship between the field and other fields in the record, or the action required in certain manipulation processes.

004 Amended record directory field

This field will contain one or more entries identifying any field or fields in the record which have currently been corrected. Data in this field will be generated by the master file correction message a input. Each entry will contain a character identifying the status of the amendment, and, further, will identify the level/tag/repeat of the corrected field. The status of the amendment will be indicated by the following codes

A = amendment C = correction D = deletion N = new

The data block is repeated as required in any single statement o correction.

008 INFORMATION CODES

The information code field will be fixed in length. The length will be 32 characters.

In order to limit the length of this fixed field only primary information characteristics are encoded here. An associated information field (Tag 010) will carry secondary information characteristics and will use a combination of subfield codes, interior letter codes, and data to define these.

The information codes are :

LANGUAGE CODE

Main language = 3 characters

The 3 character ISO code will be used*

DATE OF ISSUE CODE

Date of issue = 9 characters

The date of issue code is introduced by either:

a = single data or span date

b = date of issue of first part, etc. = open date

e.g. a1947 = published in 1947

a19471953 = published between 1947 and 1953

b1961 = commenced publication in 1961

---

* The Working Party recommends the adoption of the Library of Congress code pending the preparation of an ISO standard.

PUBLICATION CODES

Technique = 2 characters

(e.g. Animation, live action)

Genre = 2 characters

(e.g. Feature film, documentary)

Other types of publication = 2 characters

(e.g. Government publications, intergovernmental publications)

Publication status = 1 character

(e.g. Reissue, amended reissue)

The publication codes will be defined at a later date.

INTELLECTUAL LEVEL CODE OR TARGET GROUP CODE

= 2 characters

The code will record whether the film is, for example, for children, for adolescents, for undergraduates. The codes will be defined at a later date, and will carry a complete statement of target groups for films.

GEOGRAPHIC AREA CODE

= 7 characters

These codes are those used at the Library of Congress. The code will indicate the main geographic area which is the subject of the film.

COUNTRY OF ISSUE CODE

= 2 characters

PERIODICITY CODE

FREQUENCY

= 1 character

The single letter code records the frequency of issue of cinemagazines, newsreels, etc.

The codes will be defined at a later date.

010 SUPPLEMENTARY INFORMATION CODES

This field carries secondary information characteristics of the same nature as that of the fixed field information codes (Tag 008). Information is identified by subfield codes.

These are listed in the section 'SUBFIELD CODES' under the subheading 'subfields for supplementary information codes'.

02X NUMBERING OF FILMS

These films contain the various numbers which a film may bear as part of international, national or local numbering systems. They may also contain an indication of the price or conditions of sale of the film associated with the number.

Each field contains provision for the inclusion of alternative numberings.

021 INTERNATIONAL STANDARD FILM NUMBER

Not yet applicable

022 NATIONAL NUMBER

For example :

022 / 71-714512

023 PROVENANCE NUMBER

This field contains the number(s) assigned to a publication by the publishing or manufacturing agency.

For example :

023 / C.531

024 LOCAL SYSTEM NUMBER

025 OTHER NUMBERS

026 RELATED FILM CONTROL NUMBERS

This field contains the 'linking' control number of preceding, succeeding or co-existent films. For example one would record here the control number of the first film in a set of which the film being catalogued was a member.

027 SHELF MARK

This field contains any non-subject based shelf mark (for call marks which are an extension of the classification number, provision is made at subfield level within the subject fields 5XX).

1XX NAMES

This group of fields contains the names of persons or bodies connected with the film.

The second character of the TAG will indicate the type of name (person, corporate body, family name).

The third character of the tag will indicate the relationship of the name to the record.

Thus :

11X	Name of person		
12X	Name of family	1X2	Intellectual responsibility
13X	Name of corporate body	1X3	Minor intellectual responsibility
		1X4	Subject
		1X5	Associative
		1X6	References

1X2 INTELLECTUAL RESPONSIBILITY

These tags identify the names of persons or bodies with an intellectual responsibility recognised by the relevant standard.

For example :

Corot. Director Roger Leenhardt
112/Leenhardt/Roger/director

Accident a film directed by Joseph Losey
112/Losey/Joseph

Long jump. Athletic Institute
132/Athletic Institute/United States

Russian language lectures on Soviet literature. A series of 8 one-hour lectures by Mrs. Tania Forsyth
112/Forsyth/Tania

1X3 MINOR INTELLECTUAL RESPONSIBILITY

These tags identify the names of persons or bodies who have some measure of intellectual responsibility, other than those recognised by the relevant standard, when, exceptionally, access to the record is sought by such name

For example :

Les Regles du Jeux a film by Jean Renoir subtitles Mai Harris
113/Harris/Mai

The swimming sea anemone's response to the mussel.
Production company: National Research Council of Canada
133/National Research Council of Canada

1X4 SUBJECT NAMES

These tags identify the names of persons or bodies which are the subject of the film being catalogued.

At your service a film about the Crown Agents
134/Crown Agents

Marcel Marceau ou l'art du mime
114/Marceau/Marcel

Up the Zambezi
114/Livingstone/David

1X5 "ASSOCIATIVE" NAMES

These tags identify the names of persons or bodies which have a connection with the film being catalogued other than a relationship based on intellectual responsibility or a subject relationship.

For example:

To the South Pole with Peter Scott.
Summary: Peter Scott presents his journey to the Antarctic.... as compared with the route taken by his father Captain Robert Falcon Scott
115/Scott/Robert Falcon

1X6 REFERENCES

These tags contain the tag and repeat of the field to which reference is made, the form of a name from which a reference is made, and the reference itself.

For example:

116/113/Campbell/John Hann-/See/Hann-Campbell/John
136/131B/Home Office/See/Great Britain//Home Office

2XX TITLE FIELDS

These fields contain title(s) and title information of the film or relating to that film or the works to which it pertains.

201 UNIFORM TITLES

This field contains the titles which have been chosen for cataloguing purposes to identify films which have appeared under varying titles.

For example:

The eclipse a film by Michelangelo Antonioni
201/L'Ecclisse

The camera cops. Barrandov Film Studio,
Czechoslovakia
201/Zpivajici Pudrenka

211 PARALLEL TITLES

This field contains the title(s) of the film in other languages when such title(s) appear on the film

For example:

Saharan oil. Pétrole Saharien
211/Pétrole Saharien

212 TRANSLITERATED TITLE

This field contains the transliterated title of a film when the title given in the 'title of the film' field (261) is in a non-roman script.

For example:

Title page - Преступление и Наказание

212/Prestuplenie i nakazanie

22X SUPPLIED TITLES

These fields contain descriptive titles or collective titles describing the film when the film lacks a title, or a collective title is required for filing purposes.

221	SUPPLIED TITLES	-	NO DOCUMENT TITLE PRESENT
222	" "	-	COLLECTIVE - COMPLETE FILMS
223	" "	-	- SELECTED FILMS

For example :

221/Kennedy speech. October 3 1959

222/Complete films

223/Selected films

244 TITLE AS SUBJECT

This field contains the titles of works which are the subject of the film being catalogued.

For example :

Exodus
244/Bible/Old Testament/Exodus

256 TITLES AS REFERENCES

This field contains the field enumerator of the field to which reference is made, the form of a title from which a reference is to be made, and the reference itself.

For example :

256/201/Holy Bible/See/Bible

261 TITLES OF THE FILM

This field contains the principal title of the film, any other titles of the film, and any statement of intellectual responsibility relating to the film.

For example :

261/Cleanliness is happiness/Central Council for Health Education

261/Dance moments from "Rio Rita"/the new musical play at the Prince Edward Theatre, London

261/Saharan oil/Pétrole Saharien/Compagnie Française des Pétroles

261/On the Little Big Horn/or, Custer's last stand

291 VOLUME, ISSUE OR PART NUMBERING/DESIGNATION/CITATIONS/DATE

This field contains the numbering, etc. of

1) a part of a film
2) a film within a series

Also, if the part is not numbered but designated, or if it is designated as well as numbered, such a designation is included in this field. If the numbering is, or includes, a date, or is a citation numbering it is included in this field.

For example:

Portrait souvenirs, series 2
291/2

Basketball for beginners, part 1
291/Part 1

Russian theatre. Part 1: 10th century to 1897
291/Part 1/10th century to 1897

301 EDITION

This field contains the name or number of a new edition of a film, any statements of intellectual responsibility that are associated with that edition, and any supplementary statement on the edition.

Accambrian and older Palaeozoic eras, by Knud Dreyer Jorgensen. Reedited in Gt. Britain by D.E. Owen
301/(Reissue) / re-edited in Gt.Britain by D.E. Owen

31X ISSUE

These fields contain details of the place from which the film is issued, the name of the person or body who produces, distributes, etc., the film, and the date of the film.

312 MANUFACTURER/PRODUCTION COMPANY

313 SPONSOR

314 DISTRIBUTOR

315 OTHER ISSUING AGENCIES

For example:

312/London/Shell Petroleum Co., Ltd./prod./1960

314/London/Shell-Mex and B.P. Ltd./dist./1965

313/New York/UN Film Board/sp.

351 PHYSICAL DESCRIPTION

This field contains information on:

1) The physical form designator of the material
2) Any necessary systems qualifier
3) A description of the length or extent of the film
4) The element of enrichment or other special descriptive detail such as black & white, colour, etc., appropriate to the film.

For example :

351 /Film/35mm/10min/bw

351 /Film/35mm/silent/24 reels/bw

351 /Film/16mm/sd/22mins/col.

351 /Filmstrip/35mm/25 frames/col.

351 /Videotape/Ampex 7003/lin/b & w

351 /Film/35mm(Panavision), comopt,24f.p.s/
14130 ft, 14 reels, 157 mins/col.(Eastman), pos.acetate.

351 /Filmloop/8mm/5mins/col.

4xx NOTES

These fields contain additional detail about the film. They may repeat information given either in coded form in the information code field or elsewhere in the record, or be derived from this information.

402 NOTES ON NUMBERS

For example :

402 /Encyclopedia Britannica Educational Corporation number - 1234

41X NOTES RELATING TO NAMES

411 NOTES RELATING TO NAMES OF PERSONS OR BODIES BEARING INTELLECTUAL RESPONSIBILITY

For example :

411 /Fritz Lang's last American film

414 NOTES RELATING TO SUBJECT NAMES

For example :

414 /Contains material on Lord Byron

415 NOTES RELATING TO ASSOCIATED NAMES

For example :

415 /Based on research sponsored by U.K.A.E.A.

42X NOTES RELATING TO TITLES

422 NOTES RELATING TO SUPPLIED TITLES

For example :

422 /Title supplied from 'Sight and Sound' magazine

424 NOTES RELATING TO SUBJECT TITLES

For example :

424 /Includes performances of scenes from'Tartuffe'

426 NOTES RELATING TO TITLES BORNE BY THE FILM

For example :

426 /Originally issued as "Komposition in blau"

429 NOTES RELATING TO VOLUME OR PART NUMBER ETC.

For example :

429 /Previously issued as Part 3

430 NOTES RELATING TO THE EDITION

This field includes 'issue history' notes

For example :

430 /Previously issued as Pathe-Pictorial No.4

430 /Silent version previously issued in the U.S. by Gessler Pub. Co., 1967.

431 NOTES RELATING TO THE ISSUE

For example :

431 /Released in the U.S. by Time-Life Films

435 NOTES RELATING TO PHYSICAL DESCRIPTION

For example :

435 /Also available on 16mm

441 NOTES RELATING TO SERIES

This field contains a descriptive series or collection note when this differs substantially from the form of title and name contained in the 1XX and 2XX fields at the 1 or 2 level or when such fields are not present. This field does not create a collection entry. This field is used for series titles and numbers when the single-level approach is used.

For example :

441 /Mammals of Scotland, No.5

441 /Walt Disney secrets of nature series

441 /From the Anthony Rowland collection of films on art

441 /Also issued in 'The history of art' series

45X NOTES RELATING TO CLASSIFICATION MARKS

450 NOTES RELATING TO DECIMAL CLASSIFICATION NUMBERS

451 NOTES RELATING TO UNIVERSAL DECIMAL CLASSIFICATION NUMBERS

452 NOTES RELATING TO LIBRARY OF CONGRESS CLASSIFICATION NUMBERS

458 NOTES RELATING TO SPECIAL SUBJECT CLASSIFICATIONS

For example:

450 /Primary classification: 412

450 /Previously classified at: 511

460 NOTES RELATING TO VERBAL SUBJECT HEADINGS

For example:

460 /Includes film on Central America

465 NOTES ON TYPE OF FILM, GENRE, FORM, ETC.

For example:

465 /Official World War II film

466 NOTES ON LANGUAGE

For example:

466 /English dialogue, French subtitles

467 SUMMARY, PRECIS, ABSTRACT NOTES

This field contains summary statements of the subject, scope, etc. of the film.

467 /Life cycle of various kinds of spider - common cross, water, trap door, bolus.

467 /Shows adult ostriches performing mating display, ostrich eggs and young birds

468 CONTENTS AND PARTIAL CONTENTS NOTES

This field contains a contents or partial contents note when this differs substantially from the form of names and titles contained in the 1XX and 2XX fields at the 4-7 levels, or when such fields are not present. This field is used for titles, etc. of parts of the film when the single-level approach is used.

For example :

468 /Part 1: The Heart. - Part 2 : Blood vessels and circulation

468 /Includes scenes from productions of plays by Gorky and Chekhov

469 PRODUCTION CREDIT NOTES

This field includes details of persons or bodies concerned with the production of a film other than those noted in the statement of intellectual responsibility subfield.

For example :

469 /Produced by Vision Associates for National Education Association

469 /Costumes designed by June Blacksmith

470 PERFORMANCE CREDIT NOTES

This field includes details of persons or bodies concerned with the performance contained in a film, other than those noted in the statement of intellectual responsibility subfield.

For example :

470 /Photographer: David Macdonald. Music: Maxwell Geddes. Commentator: Bryden Murdoch.

471 TARGET GROUP NOTE

This field contains details of the group for whom a film is specially intended.

For example :

471 /For post-graduate students of gynaecology.

476 REPOSITORY NOTES

This field contains details of the place at which a unique or rare film is held.

For example :

467 /In the Imperial War Museum, London.

477 "WITH" NOTES

This field contains details of film(s) with which the film being catalogued has been issued.

For example :

477 /On reel with "They're in the Army now"

478 RELATIONSHIPS TO OTHER WORK NOTE

This field contains details of the relationship (other than physical) between the film being catalogued and other works.

For example :

478 /Based on the novel by Scott Fitzgerald

478 /Based on an idea by S.J. Perelman

479 NOTES RELATING TO AVAILABILITY OF INDEXES, ABSTRACTS, REVIEWS, ETC.

For example :

479 /Refs: Sight and Sound, 2(6), Summer, 1933, p.65

480 "SELF-KEY" NOTES

This field contains details of inventories of frames, contents lists etc.

For example:

480 /Contains 3 figure index on frames 1 - 8.

481 PROJECT OR SPONSORING BODY NOTE

This field contains details of the project for which a film has been produced or the body under whose aegis a film has been produced.

For example :

481 /Sponsored by the Petroleum Industry Development Board

5XX CLASSIFICATION MARK FIELDS

These fields contain class marks drawn from classification schemes, secondary class marks, and verbal expressions of the subjects contained in the class mark.

501 DECIMAL CLASSIFICATION NUMBERS

502 DECIMAL CLASSIFICATION VERBAL FEATURES

For example :

501 /322.4

502 /Black Panther Party

511 UNIVERSAL DECIMAL CLASSIFICATION NUMBERS

512 UNIVERSAL DECIMAL CLASSIFICATION VERBAL FEATURES

For example :

511 /629.19.001.5

512 /Space research. Role of space flight. STUDY EXAMPLE:RESEARCH ON VAN ALLEN RADIATION BELTS

521 LIBRARY OF CONGRESS CLASSIFICATION NUMBERS

522 LIBRARY OF CONGRESS CLASSIFICATION VERBAL FEATURES

For example :

521 /F397.PJ

522 /Texas. Ethnic groups. Poles

58X SPECIAL SUBJECT CLASSIFICATION FIELDS

NB. Unique fields to be allocated according to network requirements

6XX VERBAL SUBJECT DATA

These fields contain verbal subject data, and subject index data.

611 LIBRARY OF CONGRESS SUBJECT HEADINGS

For example :

611 /Panna Maria, Tex/History

651 SPECIAL VERBAL SUBJECT SYSTEM HEADINGS

66X SUBJECT INDEX DATA

Tags to be allocated to special schemes e.g. PRECIS

681 KEYWORD SUBJECT DATA

691 SECTIONAL HEADINGS FOR PUBLICATION ORGANISATION

4. REPEATS

Where there is more than one occurrence of a field at the same level such occurrences are signalled by a REPEAT character at input.

e.g. 3 112A /Friedrich/James K./producer

3 112B /Tyler/Jack L./director

Subsequent recurrence of the 112 field at the 3 level would have the repeat digit C, D, E and so on.

The repeat characters at input translate into a further occurrence of a directory entry in the main record directory or associated subrecord directories.

5 INDICATORS

The following table of indicators provide for

i. indicating whether an added entry is required under a title

ii. indicating that data presented in field does not conform to standard* or may require editorial change when being used in a country other than that which produced the record

iii. indicating that information in a field is in coded form

iv. indicating that a field possesses special filing requirements, e.g., leading non-filing characters; substitute filing data embedded in field

The number of indicators required is defined by the number of variant conditions which co-exist within a single field.

The indicators are stacked to restrict the number present in the record to the essential minimum

FIRST INDICATOR

TITLE FIELDS

0	=	NON-SIGNIFICANT	-	STANDARD*		
1	=	SIGNIFICANT	-	STANDARD		
2	=	NON-SIGNIFICANT	-	NON-STANDARD		
3	=	SIGNIFICANT	-	NON-STANDARD		
4	=	SIGNIFICANT	-	STANDARD	-	CODED

OTHER FIELDS

0	=	STANDARD : UNCODED
1	=	STANDARD : CODED
2	=	NON-STANDARD

SECOND INDICATOR

Applies to any fields which become LEAD fields in filing (name, title, subject) **

0	=	NO SPECIAL FILING CONDITION PRESENT
1	=	NON-FILING CHARACTERS IN LEADING POSITION
2	=	NON-FILING CHARACTERS IN LEADING POSITION AND INTERIOR FILING SUBSTITUTION DATA PRESENT
3	=	INTERIOR FILING SUBSTITUTION DATA ONLY PRESENT
4	=	FIRST BLANK OR PUNCTUATION SYMBOL SUPPRESSED IN FILING

---

* By 'standard' is meant conforming to accepted standards within the network

** Use of filing indicator presupposes adoption of the 'bar technique' or similar provision

6. SUBFIELD CODES

Each field may contain more than one subfield. Each subfield is introduced by a SUBFIELD CODE consisting of an IDENTIFIER followed by a single ALPHABETIC CHARACTER.

The subfield IDENTIFIER is represented in the examples following by the dollar sign ($).

NOTE: Subfield codes may be repeated as required within any single field, and may be input in any order. The order used at input will generally reflect that of the natural sequence of the data.

Subfield codes are listed below in the sequence of the blocks of tags to which they apply. With the exception of the general subfields, subfields apply to groups of related fields and are set out in a way which reflects this relationship.

The general subfields fall into a number of categories:

1. A subfield which meets the requirements of ISO 2709 and which will only be used in an implementation which otherwise would not carry subfield codes in data. This provision is made in order that a format implementation level based on punctuation alone may be carried out.

11. Field enumerator subfield which will be used in any field where the tag and repeat of another related field at the same level needs to be explicitly stated as in references from alternative version of a name.

111. Generalised authority subfield which will be used to identify, when necessary, the standard used for the data following in the field.

1V. Reserved subfields which may be allocated local or network significance, but would also carry information in international exchange. By reserving a group of subfields in this way a degree of insulation against local implementation requirements is provided to the system.

SUBFIELDS FOR GENERAL APPLICATION

$a	only subfield present **
$b	field enumerator subfield
$c	authority subfield
$d	)
$e	) Reserved subfields
$f	)
$g	)

SUBFIELD CODES FOR SUPPLEMENTARY INFORMATION CODES FIELD (010)

$h	Main language	008*& 010
$i	Language(s) of alternative versions	010
$j	Supplementary language(s)	010
$k	Language translated from	010
$l	Transliteration code	010
$m	Date of creation	010
$n	Date of original issue	010
$o	Date of issue	008 & 010
$p	Date of manufacture	010
$q	Date of copyright	010
$r	Special date	010
$s	Chronological coverage	010
$t	Technique	008
$u	Genre	008
$v	Other types of publication	008
$w	Publication status	008
$x	Intellectual level	008
$y	Geographic area	008 & 010
$z	Country of publication	008 & 010

SUBFIELD CODES FOR NUMBER FIELDS (021-027)

$h	number
$i	alternative number
$j	related film number

---

* Those subfield codes marked 008 are used as input conventions for information to be included in the 008 field.

** $a is used when field level coding is being used (see study by M. Gorman on 'Limited coding' - to be published).

$m explicit relationship

$o price

For example :

Manufacturer's number and alternative manufacturer's number

023 $h C.531 $i V.422 $o £7.00

SUBFIELD CODES FOR NAME FIELDS (111-136)

$h Entry element of name

$i Rest of personal name

$j Titles of honour, address, etc.

$k Epithets

$l Dates

$m Enumeration : Arabic

$n Enumeration : Roman

$o Subordinate body

$p Inverted element of corporate name

$q Rest of inverted name

$r Form subheading

$s Place

$u Topical subheading

$v Relator

$w Linking data in reference

$x Referred to form of data

For example :

113 $h Farrow $i Mia $v actress

112 $h Smith $i Perceval $v director

113 $h Olivier $j Sir $i Laurence $v actor

114 $h Johannes Diaconus $l 12th cent.

114 $h Elizabeth $n II $j Queen of Great Britain

133 $h Great Britain $o India Office $o Library

134 $h St.Mary's Church $s Golders Green

114 $h Dickens $i Charles $u Characters

134 $h Library Association $u Mechanisation projects

116 $b 111 $h Maurier $j Dame $i Daphne du $w See $x Du Maurier $j Dame $i Daphne

112 $h Chabrol $i Claude $v director

Note:

Where a subfield code is repeated in a name field it will be represented in output listing in the order of input.

For example :

114 $h Beecham $j Sir $i Thomas $j bart

114 $h Albert $j Prince Consort $jconsort of Queen Victoria, Queen of Great Britain

SUBFIELD CODES FOR TITLE FIELDS (201-291)

$h Entry element of title

$j Language

$l Dates

$m Country

$n Other qualifications added to title

$o Other titles (including sub-title information)

$p Parallel titles

$q Alternative titles

$r Statement of intellectual responsibility

$t Other statements

$u Volume number or designation

$v Volume number or designation alternative

$w Linking data in reference

$x Referred to form of data

For example :

201 $h De Gaulle $n Documentary

261 $h Running Wild $m United States

261 $h Saharan oil $p Pétrole Saharien $m France

291 $u Part 1

291 $u Part 7 - 18 $v 1916-27

256 $b 201 $h Song of Roland $w See $x Chanson de Roland $j English

261 $h On the Little Big Horn $q or, Custer's last stand

SUBFIELD CODES FOR EDITION FIELD (301)

$h Edition statement

$i Edition intellectual responsibility statement

$j Supplementary edition statement

For example :

301 $h [Reissue] $i re-edited in Gt. Britain by D.E. Owen

301 $h Dubbed version $j slightly abridged

SUBFIELD CODES FOR PUBLICATION FIELDS (311-315)

$h Place

$i Address

$j Name of producer, distributor,etc.

$k Date

$l Designation of function

For example :

311 $h London $j Encyclopedia Britannica $l prod. $k 1972

314 $h London $j Shell-Mex and B.P. Ltd. $l dist. $k 1965

SUBFIELD CODES FOR PHYSICAL DESCRIPTION FIELD (351)

$h Physical form designator

$i Systems qualifier

$j Element of extent

$k Element of enrichment

For example :

351 $h Film $i 35mm $j 10 mins. $k B. & W.

351 $h Film $i 16mm $i sd $j 26 mins. $k col.

351 $h Filmloop $i 8mm $j 5mins 10 sec. $k col.

351 $h Film $i 35mm $i Panavision $i comopt $i 24 f.p.s.
$j 14130ft $j 14 reels $j 157 mins. $k col $k Eastman $k pos.acetate

SUBFIELD CODES FOR NOTE FIELDS (402-481)

$h (Only subfield present)

For example :

467 $h Life cycle of various kinds of spider

SUBFIELD CODES FOR SUBJECT FIELDS (501-691)

$h Classification mark

$i Call mark

$j Verbal subject statement

$k Topic sub-heading

$l Place sub-heading

$m Date sub-heading

$n Form sub-heading

For example :

501 $h 690.12

611 $i Education $l Germany $m 1972

APPENDIX 1

LEVELS

The parent EUDISED format states that the concept of levels is fundamental to its approach. By "levels" is meant the recognition within the structure of the bibliographic record that information may apply to a single work, a collection of works, or a part of a work. For example, a film may have a title, may belong to a series of films with a title, and may contain separate parts each with its own title.

There are two possible approaches to this problem :

First, the bibliographic record can record as primary data the information about the single work, adding information about the collection to which it belongs, or about its parts, as supplementary data (i.e. as notes). This method is relatively simple in application but does not allow full exploitation of the collective or analytical information.

Second, the bibliographic record can contain data fields at any level, indicating clearly to which level the information within the field belongs, thus allowing full exploitation of the information at all levels.

The parent EUDISED format adopts the second approach, recognising seven levels, and making the first identifying factor of a field the level to which it belongs.

The EUDISED film format will allow either (i) a multi-level approach, or (ii) a single level approach. The cataloguing agency will have to decide which approach it is to follow and will indicate in the record label (position 17) which approach it is using.

(i) Multi-level approach.

The levels recognised in the EUDISED film format are listed below. Within any one of the levels listed below it is possible to use the full range of the tag, subfield, and indicator provision of the format, thus providing the possibility of total control of the data in the field.

For example : entry of series information is first defined by the presence of the collection level digit after which the tags for title, intellectual responsibility, subject, etc., of the series will be used.

Within fields, subfield definitions and indicator provisions are at the same degree of detail at all levels.

The levels recognised in the EUDISED film format are :

1. Collection	=	Series
2. Sub-collection	=	Sub-series
3. Document	=	Single film
4. Volume	=	Physically separate parts (reel, soundtrack, etc.) of film
5. Analytical	=	Not physically separate part (including stock shots) of film.

At input the level of the information contained in the field will be shown by the appropriate level number preceding the tag. A second number signalling level repeat (see below) follows the level number.

e.g.

Level number	Tag		
30	261	=	Title of film
50	261	=	Title of part of film
50	291	=	Numbering of part of film
10	261	=	Title of film series

If the record contains more than one group of fields at the same level (e.g. more than one series, more than one analytical entry) the number showing the level is followed by a level repeat number showing to which sub-record the field belongs.

e.g. Level number	Tag		
10	261	=	Title of series
11	261	=	Title of second series
11	112	=	Editor of second series (e.g.)
12	261	=	Title of third series
50	261	=	Title of analytical
51	261	=	Title of second analytical
51	112	=	Director of second analytical (e.g.)

The purpose of the level repeat number is to allow the assemblage of all information relating to one entity within the record (one series, one part).

(ii) Single level approach

For agencies using the single level approach each item that they catalogue separately will be treated at the document level. Information belonging to the other levels (i.e. relating to series, sub-series, physically separate parts, and analytical parts) will be recorded in notes or at other suitable tags (series statement tags, volume title tag, etc.). This table and examples show the differences between the two approaches.

Multi-level		Single level		
Level number	Tag	Tag		
30	261	261	=	Title of film
10	261	441	=	Title of series
50	261	468	=	Title of part

Examples

	Multi-level	Single level
1.	30 261 /Faces 10 261 /I see you and me 30 291/No.4	261 /Faces 441 /I see you and me/No.4
2.	10 261 /The cosmetology series 30 291 /No.5 50 291 /Part 1 30 261 /Facial treatment	441 /The cosmetology series No.5 261 /Facial treatment/Part 1

The relative simplicity of input of the single level approach must be considered in relation to the loss of control of information. For instance, using the single level approach it is not possible to have complete control over such information as subject data relating to a series or part, or persons or bodies with intellectual responsibility for a series or part.

APPENDIX 2

EUDISED FILM FORMAT : WORKED EXAMPLES* : FORM AT INPUT

1. Single film

001 1234567812
008 $h eng $o a 1969 $t la $u do $z en
30 010 00 $s 1957 1969
30 023 00 $h YT.931
30 112A 00 $h Essex $i Tony $v producer
30 112B 00 $h Whicker $i Alan $v reporter
30 114 00 $h Duvalier $i François
30 133 00 $h Yorkshire Television
30 261 10 $h Papa Doc $o The Black Sheep $m U.K.
30 312 00 $h Leeds $j Yorkshire Television $l prod.co.
30 314 00 $h London $j British Film Institute $l dist. $k 1969
30 351 00 $h Film $i 16mm $i sound $j 53 mins. $k col.
30 467 00 $h A portrait of Haiti, the world's first black republic, ruled since 1957 by its 'president for life' the late Dr. François Duvalier. Whicker is seen interviewing him in his presidential palace
30 469 00 $h prod. Tony Essex. rep. Alan Whicker
30 511 00 $h 972.94
30 512 00 $j Haiti $k Politics $n Biographies

* N.B. The control numbers and certain codes in the 008 field in all these worked examples are invented.

2.(Multi-level) Film and part

```
    001          8765432112
    008          $h eng $o a 1961 1962 $t la $u do $z en
30  112A 00      $h Hewat $i Tim $v producer
30  112B 00      $h Hill $i James $v director
30  112C 00      $h Mallory $i Leslie $v scriptwriter
30  133  00      $h Granada Television
30  261  10      $h Cuba si!
30  312  00      $h Manchester $j Granada Television $l prod.co.
30  314  00      $h London $j British Film Institute $l dist.$k 1961-62
40  351  00      $h Film $i 16mm $i sound $j 28 mins.$k b & w
30  469  00      $h prod.Tim Hewat. dir. James Hill. scr. Leslie Mallory
40  291  00      $u Part 2
40  261  14      $h The alphabetisers
40  467  00      $h The revolution in Cuba and its background
40  511  00      $h 972.91
40  512  00      $j Cuba $k Politics $m c.1962
```

2.(Single level)Film and part

```
    001          8765432112
    008          $h eng $o 1961 1962 $t la $u do $z en
    112A 00      $h Hewat $i Tim $v producer
    112B 00      $h Hill $i James $v director
    112C 00      $h Mallory $i Leslie $v scriptwriter
    133  00      $h Granada Television
    261  10      $h Cuba si! $u Part 2 $v The alphabetisers
    312  00      $h Manchester $j Granada Television $l prod.co.
    314  00      $h London $j British Film Institute $l dist.$k 1961-62
    467  00      $h The revolution in Cuba and its background
    469  00      $h prod. Tim Hewat. dir. James Hill.scr.Leslie Mallory
    511  00      $h 972.91
    512  00      $j Cuba $k Politics $m c.1962
    351  00      $h Film $i 16mm $i Sound $j 28 mins $k b & w
```

3.(Multi-level) Series, film,and part

001	6319412695
008	$h eng $o a 1961 $t 1a $u do $z us
10 132 00	$h University of Washington $o Archives Ethnic Music and Dance
10 136 00	$b 132 $h Washington $k State $o University $w See $x University of Washington
10 261 10	$h Washington films
30 291 00	$u No.4.
30 261 10	$h Music and dance of the hill people of the Northern Philippines
30 313 00	$h Seattle $j University of Washington Archives of Ethnic Music and Dance $1 sponsor
30 314 00	$h Seattle $j University of Washington Press $1 distributor $k 1971
40 291 00	$u Part 1
40 351 00	$h Film $i 16mm $i sound $j 29 mins.$kcol.
40 467 00	$h Presents performances of various types of gong playing, singing,and dancing by the people of the central part of Luzon
40 501 00	$h 780.914
40 521 00	$h M1822
40 611A00	$j Music $1 Philippines
40 611B00	$j Folk dance music $1 Philippines

3.(Single-level)Series, film, and part

001	6319412695
008	$h eng $o a 1971 $t 1a $u do $z us
261 10	$h Music and dance of the hill people of the Northern Philippines $u Part 1
313 00	$h Seattle $j University of Washington Archives of Ethnic Music and Dance $1 sponsor
314 00	$h Seattle $j University of Washington Press $1 distributor $k 1971
351 00	$h Film $i 16mm $i sound $j 29 mins.$k col.
441 00	$h Washington films; no.4
467 00	$h Presents performances of various types of gong playing, singing, and dancing by the people of the central part of Luzon
501 00	$h 780.914
521 00	$h M1822
611A 00	$j Music $1 Philippines
611B 00	$j Folk dance music $1 Philippines

4.(Multi-level) Series, film, and analyticals

```
    001      1230110021
    008      $h eng $o a 1972 $t la $u do $z en
10 261 10    $h Britain under National Government
30 023 00    $h BFl 0234 $o hire
30 291 00    $u No.4
30 261 10    $h Personalities of the '30's
30 314 00    $h London $j British Film Institute $l dist.$k 1972
30 351 00    $h Film $i 16mm $i sound $j 13 mins. $k b & w

50 291 00    $u No.1
50 112 00    $h Baldwin $i Stanley $j Earl Baldwin $v speaker
50 261 00    $h Speech $r by the Rt.Hon. Stanley Baldwin
50 312 00    $k 1935
50 351 00    $j 3 mins.
50 467 00    $h Stanley Baldwin emphasies the trade revival
                brought about since 1931 and urges the people
                to continue its support of the National Government
50 511 00    $h 942.083 (042)
50 512 00    $j Great Britain $k Stanley Baldwin $n Political
                speeches $m 1935
51 291 00    $u No.2
51 112 00    $h MacDonald $i James Ramsay $v speaker
51 221 00    $h Speech $r by the Rt.Hon.James Ramsay MacDonald
51 312 00    $k 1935
51 351 00    $j 1½ mins.
51 467 00    $h Short speech by Ramsay MacDonald originally
                intended to introduce a film on the National
                Government
51 511 00    $h 942.083 (042)
51 512 00    $j Great Britain $k James Ramsay MacDonald $n Political
                speeches $m 1935
52 291 00    $u No.3.
52 112 00    $h Beaverbrook $i Maxwell Aitken $j Baron $v speaker
52 261 10    $h My fight for prosperity $o featuring agriculture
                as the key to a prosperous Britain and Empire
                $r by Lord Beaverbrook
52 312 00    $k 1934
52 351 00    $j 8½ mins
52 467 00    $h Lord Beaverbrook makes a plea for preferential import
                duties to encourage the development of Empire trade
                with Britain
52 511 00    $h 942.083 (042)
52 512 00    $j Great Britain $k Lord Beaverbrook $n Political Speeches
```

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EUDISED FILM WORKSHEET : SPECIMEN

MEDIA CODE [ ]

SOURCE OF RECORD CODE [ ]

CODING LEVEL [ ]

CONTROL NUMBER

001 [ ]

INFORMATION CODES	008	$h	$o	$t	$u
		$w	$x	$y	$z

L	T	1	
	010		SUPPLEMENTARY INFORMATION CODES
	02		NUMBERS
	1		NAME FIELDS
	2		TITLE FIELDS
	301		EDITION

L	T	I	
	31		ISSUING AGENCY
	351		PHYSICAL DESCRIPTION $h
	4		NOTES
	467		SUMMARY
	5		CLASS MARKS
	6		VERBAL SUBJECT STATEMENTS

EXAMPLE 1

MEDIA CODE	SOURCE OF RECORD CODE	CODING LEVEL
FIL	AH	A

CONTROL NUMBER

001 1234567812

INFORMATION CODES: 008 $h eng $o a1969 $t 1a $u do $w $x $y $z en

L	T	I	
			SUPPLEMENTARY INFORMATION CODES
30	010	00	$s 19571969
			NUMBERS
30	023	00	$h YT.931
			NAME FIELDS
30	112A	00	$h Essex $i Tony $v producer
30	112B	00	$h Whicker $i Alan $v reporter
30	114	00	$h Duvalier $i Francois
30	133	00	$h Yorkshire Television
			TITLE FIELDS
00	261	10	$h Papa Doc $o the Black Sheep $m U.K.
	301		EDITION

L	T	I	
30	312	00	ISSUING AGENCY $h Leeds $j Yorkshire Television $l prod.co.
30	314	00	$h London $j British Film Institute $l dist. $k 1969
30	351	00	PHYSICAL DESCRIPTION $h Film $i 16mm $i sound $j 53 mins. $k col.
30	469	00	NOTES $h prod. Tony Essex. rep. Alan Whicker
30	467	00	SUMMARY $h A portrait of Haiti, the world's first black republic, ruled since 1957 by its "president - for - life" the late Dr. François Duvalier. Whicker is seen interviewing him in his presential palace.
30	511	00	CLASS MARKS $h 972:94
30	512	00	$j Haiti $k Politics $n Biographies
	6		VERBAL SUBJECT STATEMENTS

EXAMPLE 2 (MULTI-LEVEL)

MEDIA CODE	SOURCE OF RECORD CODE	CODING LEVEL
FIL	AH	A

CONTROL NUMBER

001 8765432112

INFORMATION 008 $h eng $o al961 1962 $t1A $u do

CODES $w $x $y $z en

L	T	I	SUPPLEMENTARY INFORMATION CODES
	010		
	02		NUMBERS
30	112A	00	NAME FIELDS $h Hewat $i Tim $v producer
30	112B	00	$h Hill $i James $v director
30	112C	00	$h Mallory $i Leslie $v scriptwriter
30	133	00	$h Granada Television
30	261	10	TITLE FIELDS $h Cuba si !
40	291	00	$u Part 2
40	261	14	$h The alphabetisers
	301		EDITION

L	T	I	
30	312	00	ISSUING AGENCY $h Manchester $j Granada Television $l prod.co.
30	314	00	$h London $j British Film Institute $l dist. $k 1961-62
40	351	00	PHYSICAL DESCRIPTION $h Film $i 16mm $i sound $j 28 mins. $k b.and w.
30	469	00	NOTES $h prod. Tim Hewat. dir. James Hill. scr. Leslie Mallory
40	467	00	SUMMARY $h The revolution in Cuba and its background
40	511	00	CLASS MARKS $h 972.91
40	512	00	$j Cuba $k Politics $m c.1962
	6		VERBAL SUBJECT STATEMENTS

EXAMPLE 2 (SINGLE LEVEL)

MEDIA CODE	SOURCE OF RECORD CODE	CODING LEVEL
FIL	AH	B

CONTROL NUMBER

001 8765432112

INFORMATION CODES	008	$h eng	$o al961 1962	$t la	$u do
		$w	$x	$y	$z en

L	T	I	
	010		SUPPLEMENTARY INFORMATION CODES
	02		NUMBERS
	112A	00	NAME FIELDS $h Hewat $i Tim $v producer
	112B	00	$h Hill $i James $v director
	112C	00	$h Mallory $i Leslie $v scriptwriter
	133	00	$h Granada Television
	261	10	TITLE FIELDS $h Cuba si! $u Part 2 $v The alphabetisers
	301		EDITION

L	T	I	
	312	00	ISSUING AGENCY $h Manchester $j Granada Television $l prod.co.
	314	00	$h London $j British Film Institute $l dist. $k 1961-62
	351	00	PHYSICAL DESCRIPTION $h Film $i 16mm $i sound $j 28 mins $k b. and w.
	469	00	NOTES $h prod. Tim Hewat. dir. James Hill. scr. Leslie Mallory
	467	00	SUMMARY $h The revolution in Cuba and its background
	511	00	CLASS MARKS $h 972.91
	512	00	$j Cuba $k Politics $m c.1962
	6		VERBAL SUBJECT STATEMENTS

EXAMPLE 3 (MULTI-LEVEL)

MEDIA CODE	FIL	SOURCE OF RECORD CODE	AH	CODING LEVEL	A

CONTROL NUMBER

001 6319412695

INFORMATION	008	$h eng	$o a 1971	$t 1a	$u do
CODES		$w	$x	$y	$z US

L	T	I	
	010		SUPPLEMENTARY INFORMATION CODES
	02		NUMBERS
10	132	00	NAME FIELDS $h University of Washington $o Archives of Ethnic Music and Dance
10	136	00	$b 132 $h Washington $k State $o University $w See $x University of Washington
10	261	10	TITLE FIELDS $h Washington films
30	291	00	$u No. 4
30	261	10	$h Music and dance of the hill people of the Northern Philippines
40	291	00	$u Part 1
	301		EDITION

L	T	I	
30	313	00	ISSUING AGENCY $h Seattle $j University of Washington Archives of Ethnic Music and Dance $1 sponsor
30	314	00	$h Seattle $j University of Washington Press $1 distributor $k 1971
40	351	00	PHYSICAL DESCRIPTION $h Film $i 16mm $i sound $j 29 mins. $k col
	4		NOTES
40	467	00	SUMMARY Presents performances of various types of gong playing, singing and dancing by the people of the central part of LUZON.
40	501	00	CLASS MARKS $h 780.914
40	521	00	$h M1822
40	611A	00	VERBAL SUBJECT STATEMENTS $j Music $1 Philippines
40	611B	00	$j Folk dance music $1 Philippines

EXAMPLE 3 (SINGLE LEVEL)

MEDIA CODE	FIL	SOURCE OF RECORD CODE	AH	CODING LEVEL	B

CONTROL NUMBER

001 6319412695

INFORMATION	008	$h eng	$o a 1971	$t 1a	$u do
CODES		$w	$x	$y	$z US

L	T	I	
	010		SUPPLEMENTARY INFORMATION CODES
	02		NUMBERS
	1		NAME FIELDS
	261	10	TITLE FIELDS $h Music and dance of the hill people of the Northern Philippines $u Part 1
	301		EDITION

L	T	I	
	313	00	ISSUING AGENCY $h Seattle $j University of Washington Archives of Ethnic Music and Dance $1 sponsor
	314	00	$h Seattle $j University of Washington Press $1 distributor $k 1971
	351	00	PHYSICAL DESCRIPTION $h Film $i 16mm $i sound $j 29 mins $k col
	441	00	NOTES $h Washington films no. 4
	467	00	SUMMARY $h Presents performances of various types of gong playing, singing, and dancing by the people of the central part of LUZON
	501	00	CLASS MARKS $h 780.914
	521	00	$h M1822
	611A	00	VERBAL SUBJECT STATEMENTS $j Music $1 Philippines
	611B	00	$j Folk dance music $1 Philippines

EXAMPLE 4

MEDIA CODE	FIL	SOURCE OF RECORD CODE	AH	CODING LEVEL	A

CONTROL NUMBER

001 1230110021

INFORMATION	008	$h eng	$o a 1972	$t la	$u do
CODES		$w	$x	$y	$z en

L	T	I	SUPPLEMENTARY INFORMATION CODES
	010		
30	023	00	NUMBERS $h BFI 0234 $o hire
50	112	00	NAME FIELDS $h Baldwin $i Stanley $j Earl Baldwin $v speaker
51	112	00	$h MacDonald $i James Ramsay $v speaker
52	112	00	$h Beaverbrook $i Maxwell Aitken $j Baron $v speaker
10	261	10	TITLE FIELDS $h Britain under National Government
30	291	00	$u No. 4
30	261	10	$h Personalities of the '30's
50	291	00	$u No. 1
50	261	00	$h Speech $r by the Rt. Hon Stanley Baldwin
51	291	00	$u No. 2
51	261	00	$h Speech $r by the Rt. Hon Ramsay MacDonald
52	291	00	$u No. 3
52	261	00	$h My fight for prosperity $o featuring agriculture as the key to a prosperous Britain and Empire $r by Lord Beaverbrook
	301		EDITION

L	T	I	
30	314	00	ISSUING AGENCY $h London $j British Film Institute $l distributor $k 1972
50	312	00	$k 1935
51	312	00	$k 1935
52	312	00	$k 1934
30	351	00	PHYSICAL DESCRIPTION $h Film $i 16 mm. $i sound $j 13 mins $k b & w
50	351	00	$j 3 mins
51	351	00	$j 1½ mins
52	351	00	$j 8½ mins
	4		NOTES
50	467	00	SUMMARY $h Stanley Baldwin emphasises the trade revival brought about since 1931 and urges the people to continue its support of the National Government
51	467	00	$h Short speech by Ramsay MacDonald, originally intended to introduce a film on the National Government
52	467	00	$h Lord Beaverbrook makes a plea for preferential import duties to encourage the development of Empire trade with Britain
50	511	00	$h 942.083 (042)
50	512	00	$j Great Britain $k Stanley Baldwin $n Political speeches $m 1935
51	511	00	CLASS MARKS $h 942.083 (042)
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A EUROPEAN INFORMATION SYSTEM FOR NONBOOK MATERIALS
Suitable for Educational Use

by

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1. INTRODUCTION

This study has been carried out at the request of the Council of Europe Steering Group on Educational Technology. It examines the feasibility of developing arrangements to enable educationists in the member states to locate items of non-book material that have been produced in any of these states and that might be of use in their work.

It appears that such arrangements are both possible and timely and that they can be developed rapidly, in most cases at low cost.

A practical rather than theoretical approach has been adopted, and a number of recommendations and suggestions for action have been made. These are indicated by a marginal asterisk (*).

Full account has been taken of the studies already carried out by the Council of Europe for a European Documentation and Information System for Education (EUDISED). The on-going work of certain UNESCO agencies is also noted.

No consideration has been given to the desirability of or the hindrances to the free flow between states of the materials themselves, as these matters are being considered in a parallel study.

2. SUMMARY

(Numbers and headings correspond to those used in the body of the text).

(3) The Nature of Non-book Materials

The non-book materials considered include sound recordings, motion pictures, graphics and three-dimensional objects conveying information, illustration or stimuli. Some materials may be useful in education even if they were not made for such use. Educational suitability must be judged by the user, and assessments should not be attempted centrally.

The sources of the materials include commercial publishers, semi-commercial producers and sponsors, and educational institutions.

Wherever possible the bibliographic treatment of non-book materials should be the same as that of books.

(4) The Information Problem : Needs and Solutions

The regular interchange within Europe of non-book material demands improved information arrangements. These must be designed and developed to meet the ascertained requirements of users.

Regular compilation and publication of a comprehensive European catalogue of non-book materials suitable for educational use would be costly in money and effort. It is, therefore, not recommended, although a computerised European data base is a feasible future development.

Instead, a communication network should be built up, linking together the agencies in the member states that already provide information services about non-book materials to educationists in their own countries. Enquiries could then be channelled to appropriate agencies anywhere in the network.

(5) Developing an Information Network

The network should be gradually evolved, and continually modified in the light of experience. Work on the following activities should be initiated without delay :

(a) identify the agencies that can participate in the network, and prepare an annotated European directory for use by each network agency and for wider circulation (a pilot survey has been carried out as part of the present study);

(b) With the help of the network agencies, compile an annotated list of the more important catalogues used in each country to discover non-book materials suitable for educational use. Enable each country to hold reference collections of the catalogues for local consultation;

(c) invite selected network agencies to act as Specialised Documentation Centres, each to be responsible for providing to all member states a comprehensive information service for one curricular subject;

(d) encourage the preparation within member states of catalogues of materials produced by individual educational institutions and worthy of wider use.

(6) Problems of Bibliographic Compatibility

Searching a miscellaneous collection of catalogues is facilitated if they all use reasonably similar record structures and internationally-comprehensible educational and technical terms.

As long as catalogue records contain information analysed into an agreed set of data fields, it is not necessary that the records themselves should be in standard format. An agreed list of data fields for education should be prepared, taking note of the wider studies already being made by certain UNESCO agencies.

A first draft of a thesaurus of educational terms has already been prepared by the Council of Europe EUDISED Project, and guidance on its application and development should be given to the network agencies. A multi-lingual equivalents list of technical descriptors should be compiled.

It is doubtful whether international agreement could be achieved on a single subject classification. Instead, adequate subject indexing should be encouraged.

(7) The use of Computers

It would be possible over a period for each country to create its own computerised data bases in such forms that the computer tapes could be internationally exchanged. In this way, each country would eventually have access to a comprehensive European data base without the need for the central collection and inputting of data.

For this to be effective, all the participating agencies would have to adopt basic bibliographic and data-processing standards. A detailed investigation of the technical issues has been carried out by the EUDISED Project; the findings must be fully assimilated before a computerised network can be implemented.

(8) The Broader Context

The recently adopted further programme of studies within the EUDISED Project has relevance to the programme recommended here. A continuous working relationship with EUDISED is therefore desirable.

Clarification is needed of the information function of the proposed European Institute for the Promotion of Multi-Media Distant Study Systems in Higher Education.

(9) An Action Programme

Co-ordination of existing national information activities is urgently necessary to minimise incompatible developments.

A network planning committee should be constituted. A full-time Information Network Co-ordinator should be appointed, and based in a suitable institution.

A consultancy service should be set up to give technical guidance to network agencies, drawing on nominated experts in member states.

Network agencies and producers of materials should be continuously involved in the planning and development of the network.

3. THE NATURE OF NON-BOOK MATERIALS

3.1 The Problem of Nomenclature

3.1.1 There is no satisfactory generic name for the class of materials with which this study is concerned. Neither "non-book material" nor "audio-visual material" adequately describes all members of the class. Since, however, we are seeking a practical solution to a specific problem, the question of nomenclature is secondary. Teachers and learners make use of materials that have been contrived to convey information, illustration or stimuli to the senses. Some of these materials are recognizably books in the conventional sense; others, such as motion pictures with sound tracks, are clearly audio-visual and hence "non-book". Others, again, are hybrid - what for example does one call a transparency designed for projection and carrying only print?

3.1.2 Whatever the names given to these materials, teachers and learners can make use of them only if they know of their existence. Hence the need for effective arrangements to collect and disseminate information. For books, quite satisfactory information arrangements have been established over the centuries both nationally and internationally. This study, therefore, is directed to the classes of materials suitable for educational use for which - owing to their relative newness - the arrangements are often less than adequate. For convenience, the name 'non-book material' is used.

3.1.3 It follows from this approach that books and non-book materials must be regarded as species of the same class, and that their bibliographic treatment must be similar and wherever possible identical. The Steering Group is urged to bear this point in mind, and to avoid encouraging information procedures for non-book materials that differ significantly from those for books without good reason.

*

3.1.4 A further terminological problem arises from the fact that new techniques for recording and reproducing the content of non-book materials are constantly appearing, so that it is impossible to draw up a definitive and final list of the various types of non-book materials that are or may in the future be of interest to education.

3.1.5 However, to give an indication of the range of materials with which a communication network might eventually be concerned, the following abridged list is taken from the Non-Book Materials Cataloguing Rules recently drafted by the Media Cataloguing Rules Committee of the /British/ Library Association (National Council for Educational Technology with the Library Association. Working Paper No. 11, London 1973).

(a) Sound recordings:
sound disc, sound tape, sound track film

(b) Motion pictures:
cinefilm, film loop, videodisc, videotape

(c) Graphics and three-dimensional materials:
art print, art reproduction, film-strip, flipchart, game, microfiche, microfilm, micro-opaque, microscope slide, model, photograph, picture, portfolio, poster, radiograph, relief model, slide, specimen, stereograph, study print, technical drawing, transparency, wall chart

(d) General:
kit, pack, synchronised presentation, tape-slide presentation, teaching machine programme.

3.2 Sources of Non-Book Materials

The cataloguing of books is made easier by the fairly systematic pattern of publication by a relatively small number of publishers. In the case of non-book materials,

publication is more fragmented and the range of producing organisations is more diverse. The following rough classification may be helpful, bearing in mind the variation in detail between countries.

3.2.1 Commercial Publication:

No attempt has been made for this study to investigate the extent of commercial publication, but one knows that there are within Europe many hundreds of organisations producing on a commercial basis non-book materials initially intended for educational use, or with educational potential.

By no means all the organisations are publishers in the book trade sense. For example, in the U.K. the British Broadcasting Company, Esso Petroleum, the Electricity Council and the Bodleian Library at Oxford are all significant producers of non-book materials for sale.

3.2.2 Semi-Commercial Publication:

A large number of organisations produce non-book materials on a semi-commercial basis, making some charge for their productions, but not the full commercial price. Into this category fall Government Departments, foreign embassies and cultural organisations, trade and professional associations, and the public relations departments of many major industrial concerns. In the main, these organisations are sources of 16mm films, a medium which lends itself to use for promotional purposes. Films of this type frequently have a secondary use for education. However, filmstrips, sets of slides, and printed materials for wall display also sometimes come from semi-commercial sources.

3.2.3 Educational Production:

Many non-book materials are now produced within teaching institutions, or in centres equipped to serve them. For the most part such items will be of purely local use. However, some

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have a wider applicability and are made to a high standard, to such an extent that they may even be of international interest.

3.2.4 The provenance of the materials is unimportant as long as they are useful and obtainable, and the Steering Group should not distinguish between them except insofar as that may be necessary for practical purposes. Hence, the question which this study attempts to answer is: given that an item of non-book material with educational potential, whatever its origin, exists in one of the member states, how can a would-be user discover it with minimum difficulty? The approach adopted is intended to be realistic, in the belief that it is better to go for an arrangement that works moderately well on a modest budget than to seek perfection at a prohibitive cost.

3.3 Educational Suitability

Many of the books used by education were not written with a specifically educational use in mind. Similarly, many motion pictures, sound recordings and other items of non-book material have valuable educational uses despite their intended entertainment or other non-educational function. The information system envisaged in this study should therefore embrace so far as practicable all non-book materials that have an educational potential, whatever their initial intended use. Some selection is obviously necessary, but this will follow automatically if the recommendations put forward below are adopted, because the system will be built up from the information sources used by educationists. It is up to educationists themselves to assess educational potential according to their needs. Any attempt to do so externally, on their behalf, would be an immense task almost certainly doomed to failure.

4. THE INFORMATION PROBLEM : NEEDS AND SOLUTIONS

4.1 Present Difficulties

4.1.1 Considerable problems face the educationist who wishes to discover whether an item of study material that meets his specific requirements exists even in his own country. These problems arise from the varied production arrangements referred to in Sec. 3.2, and they are heightened by the fact, already mentioned, that an item useful for educational purposes may not have been so described by its producer who, indeed, may not have had an educational application in mind. However, it is usually possible for an educationist to conduct a reasonably effective local search. Even if there are no national catalogues, most commercial publishers issue lists or other documentation that can be consulted; and the persistent searcher will gradually build up his own knowledge of likely sources and will establish contacts through whom he can pursue enquiries. He will also - and this is an important point in the educational context - learn which organisations are likely to produce materials of adequate quality.

4.1.2 Locating materials produced in other countries is altogether more difficult. No organised international information system exists. The individual searcher will not normally be familiar with the production arrangements and will not therefore know how to begin his search. He may not know which country is most likely to meet his need. With some effort he may be able to compile an international list of producing organisations, but he will then have to ask each agency for details of its productions and will eventually be faced with the task of looking through a large number of separate catalogues and lists compiled in different formats and prepared with different purposes in mind. An enquirer with a very special and pressing need may perhaps follow through a search along these lines, but it is evident that the great majority

of educationists will not, certainly not with any frequency. It is therefore desirable, if the international use of study materials is to be encouraged on any scale, to develop arrangements by which the more typical enquirer can discover the existence of foreign materials reasonably easily.

4.2 Meeting User Needs

4.2.1 Information arrangements must be evolved primarily to meet the needs of the user (the educationist). This is an obvious point, but can be overlooked. Information provision is now a technology in its own right, with its own specialists; and this can lead to a situation where information systems are developed that are elegant and pleasing to the information expert, but that are not well suited to the user. A rudimentary arrangement that gives the user limited but practical assistance is preferable to a technologically advanced system that bewilders the user by its complexity and is too expensive to use casually.

4.2.2 Hence it is important to establish at the outset the actual as distinct from the supposed preliminary needs of the user. There are at least two ways in which this can be done with minimum effort:

(a) by consulting representative educationists known to have an interest in the use of foreign materials (see Sec. 5.4);

(b) by consulting the agencies in each member state that are already providing national information services, and that will therefore have an appreciation of what their clients want.

4.2.3 The needs have been referred to as preliminary because the user's perception of them will develop and deepen as his experience of seeking and using foreign materials grows. It is not desirable to try to design an ultimate information

system on the basis of an initial analysis of system objectives, however carefully the analysis is made. This reinforces the argument for setting up a swmple arrangement whose utility and effectiveness can be monitored, and which can be modified and improved in the light of experience.

4.2.4 It cannot be taken for granted that as far as access to the information system is concerned the user will always be the educationist who actually requires the material being sought. In the case of some advanced systems (for example the MEDLARS system for medical research information, and the data bank of the International Labour Organisation) the information search is normally conducted by a specialist on behalf of the enquirer. It is an open question in the present case which approach should be adopted. As few countries have centralised information arrangements for education, it would probably be best to develop in the first place facilities that can be made available to the user himself and that can be handled by him without expert understanding. It would then follow that the specialist could conduct searches on his behalf, where necessary. Different arrangements may need to be evolved for the various levels of education; this is a matter for continuing study once preliminary arrangements have been set up.

4.3 A European Catalogue?

4.3.1 A possible way to try to meet user needs would be to compile and publish a comprehensive catalogue of all non-book materials suitable for educational use that are available throughout Europe. This idea is attractive at first sight, as a European catalogue would seem to provide an instant solution to the information problem.

4.3.2 However, there are important objections that demand careful consideration:

(a) different countries, and different sectors of education, will have different views on the criteria for selecting materials for inclusion. Assuming that it is not meaningful to try to include every item of non-book material produced in each member state, selection criteria will be necessary. Even within a single country, it is difficult to reach agreement on such criteria. On the international scale the problem is daunting, and it is likely that the inevitable compromise would suit no one;

(b) in practical terms, a European catalogue could hardly be created except as a synthesis of national cataloguers. But the cataloguing of non-book materials at the national level is still at a preliminary stage in most member countries;

(c) international agreement would be needed on the bibliographic organisation of the catalogue. It is certainly desirable that such agreement should be reached, and that steps should be taken towards this end (see Sec. 6). But this is a long term objective, and might delay production for years;

(d) unless the catalogue is adequately comprehensive, its status will not be accepted and its preparation will therefore have been pointless;

(e) an out-of-date catalogue is of limited value. Hence continuous revision will be necessary. If updated editions are regularly produced, the continuing cost to the purchaser will be heavy. If, instead, updating supplements are issued, the user will be faced with the task of hunting again and again through an ever increasing number of separate volumes;

(f) a central agency of assured permanence will be needed for its compilation and editing, with an adequate number of expert and support staff. No such agency currently exists;

(g) even though the catalogue would inevitably be expensive it might ultimately become financially self-supporting. However, considerable initial investment would be necessary. Who would provide the funds to launch the catalogue and to carry it to the break-even point?

(h) it cannot be assumed that a catalogue, however comprehensive, would be an adequate solution to the user's problems. An educationist frequently requires guidance on the nature and suitability of materials that can hardly be provided by a catalogue. A clear distinction must be drawn between a bibliographic tool carrying basic data and the kinds of information that are needed by the typical educationist.

4.3.3 Some at least of these objections could be overcome by producing, not a printed catalogue, but a file of records held on computer tape. Copies of the tape could then be made available to institutions in member states which would retrieve information according to their needs, using their own computers. An important advantage of a computerised European catalogue would probably be that it would simplify the deletion of obsolete records and the insertion of new ones. In principle, a revised data base could be distributed as frequently as need be. Furthermore, individual users of the tape could print out records in ways matched to their local needs, within limits.

4.3.4 But it must be remembered that the computer is, in this context, merely a data processing device. The bibliographic and administrative problems already referred to would still have to be solved before computerisation is embarked upon. The establishment of a computerised system is not, therefore, something that can be achieved immediately. However, it is a feasible prospect for the not too distant * future, and all developments should be planned so that it can be realised when the time is ripe without having to dismantle and rebuild

whatever information system has been evolved in the interim. A brief discussion of some of these issues that arise is therefore given in Sec. 7.

4.3.5 * It is accordingly recommended that the Steering Group should not seek to organise the preparation of a European catalogue of non-book materials.

4.4 A Network solution

4.4.1 The alternative to the preparation of a European catalogue is the extension and co-ordination of activities of the existing national information agencies and the facilitation of access by the user. By a national information agency is meant an organisation that is used by educationists in a member state for information about a range of non-book materials within one or more of the categories named in Sec. 3.3. The agency may be governmental or quasi-governmental, or independent (but not tied to a single producer).

4.4.2 As far as can be ascertained, no comprehensive list of such agencies is available. A pilot survey is therefore being carried out as part of this study (see Appendix).

4.4.3 However, it is known that there exist in member states agencies that have over a period of time built up considerable expertise in the collection, organisation and dissemination of information about non-book materials. It is essential that the skills and facilities of these agencies should be fully utilised in the operation of an international information system, and that their positions should not be jeopardised. This is particularly important in the case of those agencies that are able to give guidance on educational aspects of materials.

4.4.4 The manner in which such co-ordination might be achieved has already been examined in

general terms by a Steering Group of the Council of Europe's ad hoc Committee for Educational Documentation and Information. In April 1972 the ad hoc Committee endorsed in principle its Steering Group's report, which recommended the development of a European Documentation and Information System for Education (EUDISED). EUDISED is envisaged as a European network of national information agencies providing information to educationists about "research, development and innovation, field experiments, planning systems, statistics, teaching media, legislation and decrees".

4.4.5 In brief, the EUDISED Steering Group envisages the establishment of a decentralised network for the exchange of educational information at European level, linking the documentation services which already exist in each country and which use "advanced" techniques. The purpose of the network would be to facilitate the flow of information between the constituent components of the network in accordance with their needs, which in turn reflect the needs of the users they serve. Advanced communication technology would be used as appropriate. However, it is not envisaged that, at least for the time being, direct on-line access to a total European information bank would be provided to the actual users of information, such as researchers, administrators and teachers. Rather, a second-order system is proposed, linking together national information services which are in turn responsible for providing direct user services. (Thus, for example, a lecturer at X University in France wishing to know what teaching films on his subject had been produced at Y University in Germany would put his enquiry to an appropriate French agency, which would have access to the data file of its German counterpart through the network.)

4.4.6 An important function of the network would be to establish international communication links between national agencies operating in the member countries. A given national agency

would be concerned with one field of educational information, such as research or administration or educational technology. The role of each agency would depend on local circumstances, but would typically be to develop in relation to its own field, a national system of documentation and information by: co-ordinating the work of specialist agencies; carrying out user studies; promoting common bibliographic and data processing standards; maintaining a national language thesaurus.

4.4.7 Eventually, EUDISED might be inserted into a wider international network via UNESCO/ International Bureau of Education.

4.4.8 Extracts from the report are given in the Appendix. (The report is written on the assumption that the participating organisations use "advanced techniques", i.e., computerised data processing. However, the principles enunciated can be applied to manual data processing techniques also, and should be looked at in the first place from this point of view.)

4.4.9 As well as elaborating the concept of a network, the EUDISED Steering Group commissioned technical studies on a multi-lingual thesaurus, and on standards and formats for information exchange. The substantial progress that has been made in both cases is described in Sections 6 & 7.

4.4.10 * It is strongly recommended that the Steering Group for Educational Technology should take full note of the proposal for a EUDISED network and of the technical studies already carried out and now in train (see Sec. 8.1).

4.4.11 Accordingly, the present study has been undertaken within the context of the EUDISED proposal and the associated technical studies. The arrangements recommended are seen as constituting a part of a more comprehensive EUDISED network, and are intended to be fully compatible with the development of wider arrangements covering information about all aspects of education.

5. DEVELOPING AN INFORMATION NETWORK

5.1 A Gradual Evolution

5.1.1 An attractive feature of an international network is that it can be brought into being very quickly at a simple level, merely by providing appropriate administrative linkages between existing national facilities. This in itself is likely to stimulate the development of those facilities and the appearance of new ones, in turn leading to the elaboration of the network. Such a gradual evolution will bring the further advantages that the network can adjust continually to the actual needs of the users, as indicated by the demands they make on it, and can introduce advanced techniques as necessary.

5.1.2 It is inherent in such an approach that the eventual shape of the network cannot be determined in advance, and that one should not attempt to prescribe too much at the outset. However, certain activities could usefully be initiated without delay, and these are proposed at many points in this study.

5.2 A Directory of Information Agencies

5.2.1 As pointed out in Sec. 4.4, there already exist in member states agencies that collect and disseminate information about the existence and characteristics of non-book materials suitable for educational use. These agencies are capable of meeting many of the needs of educationists not only in their own countries but throughout Europe. It is therefore important to ensure that every educationist can identify with minimum difficulty the agencies, wherever they may be located, that might be able to help him.

5.2.2 This could be achieved by compiling an annotated directory of the agencies. The pilot survey of agencies (see Appendix) has been designed to yield the details required for a directory.

5.2.3 The pattern of national information agencies within member states is unlikely to change rapidly, and it would therefore probably be sufficient to update the directory, say, every three years. Much of the cost could probably be recovered through sales.

5.2.4 * The Steering Group is strongly recommended to arrange at once for the preparation and publication of a directory. Comprehensive coverage need not be aimed for in the first edition.

5.3 Reference Collections of Catalogues

5.3.1 The directory recommended in Sec. 5.2 would guide an educationist seeking a specific item of non-book material towards the agencies most likely to help him. However, it is not always easy to express a need with such precision that a distant agency can appreciate exactly what is required, and there are obvious hindrances to elucidation at a distance. The directory itself could give guidance on the formulation of enquiries, but difficulties would remain. It is therefore desirable that a user should have access within his own country to the catalogues produced by the various national agencies included in the network, and to the lists and catalogues issued by producing organisations themselves. (It will be especially necessary to include the latter in the case of the states that do not yet compile national catalogues.)

5.3.2 To provide every user with all the catalogues issued in member states is obviously impracticable. It would, however, be possible to arrange that in each country one or more designated national agencies should hold an international collection of catalogues. A user could then put his enquiries to one of "his" agencies by post or telephone, or in some cases by personal visit. The advantage of arranging for national agencies to carry and provide access to the catalogues

is that the scheme could be put into operation quite quickly. Some member states already have agencies that could undertake the work. Even where a national agency does not exist, it should be possible to find a bureau - perhaps within the ministry of education - that could accept the responsibility.

5.3.3 As some of the agencies will have little, if any experience in working in this way, it will be necessary to make it as easy as possible for them to acquire and make effective use of a comprehensive set of catalogues. A necessary first step would be to compile an international catalogue of catalogues. Because only a few member states publish comprehensive national catalogues, it would be essential in most instances to include the catalogues issued by commercial and semi-commercial producers. It would be difficult to discover all of these by direct enquiry from a central point. However, it is likely that within each country the national agencies to be included in the directory recommended in Sec. 5.2 would have between them a good knowledge of at least the most important catalogues.

5.3.4 * It is, therefore, recommended that the national agencies should be asked to report details in standard form of all relevant catalogues known to them, and that a catalogue of catalogues should be compiled and circulated to each agency. Each entry would require an annotation showing as a minimum the subjects and media covered and, where possible, the educational level of the materials. A good index would be essential.

5.3.5 The catalogue of catalogues would enable each national information agency to identify the national catalogues that it wishes to hold. These could then be obtained by direct application to the originators. However, it * would be better if the agencies could send a single list of requirements to a central burea which had built up a comprehensive collection

and could issue packages of catalogues according to specification. Desirably, the bureau should also be responsible for compiling and publishing the catalogue of catalogues.

5.4 Specialised Documentation Centres

5.4.1 While all non-book materials suitable for educational use have essential characteristics in common, there may be important differences according to the educational subject. Moreover, teachers in the various disciplines often have special requirements that call for expert understanding on the part of those asked to provide information. No doubt it is for these reasons that there is already a tendency within member states to set up specialised information services.

5.4.2 This significant development, reflecting an identified need, could be extended to the * international level by designating within Europe selected existing national agencies to act as Specialised Documentation Centres, each to be responsible for providing to all member states a comprehensive information service for one curricular subject (e.g., modern languages, mathematics, science). Each centre would rapidly become familiar with the information sources relevant to its subject, and would often get to know the qualities of individual producers, and even of particular products. There would be language problems in handling enquiries internationally, but these could be eased by the use of carefully designed forms. Such Centres have been envisaged as important components of the EUDISED Network (see Appendix paragraph 515).

5.4.3 The selection of agencies to act as Centres would clearly require careful preparation. At the higher education level, there are already "invisible colleges" within many disciplines, and it would be possible to consult some of those concerned to see whether a consensus

could be found in each case. It was not felt appropriate to make such enquiries within the terms of reference of the present study.

5.4.4 Financial arrangements would need consideration. It might be possible to develop subscription arrangements within each discipline, but launch funding would probably be necessary.

5.5 Material Produced Within the Educational System

5.5.1 The question of arranging the international circulation of information about study materials produced within the educational system itself requires separate consideration. Undoubtedly, a large amount of material is now being produced in schools and higher education, sometimes in individual institutions, sometimes in production centres serving groups of institutions. However, the production is usually seen as being for immediate and local use, and the circulation of information is not always felt to be necessary. On the other hand, some materials are undoubtedly of wider interest. This is most likely to be the case in higher education and especially in subjects involving specialised demonstrations and recording techniques; for example, the physical sciences, engineering, medicine. In such instances the medium will normally be film or video-tapes, and the language may be of secondary importance. It can, therefore, be argued that special efforts should be made to promote the international use of such materials by providing information services.

5.5.2 In the first place it is necessary that adequate catalogues are compiled in member states. Once the catalogues are available they can be fed into the information system already outlined. Within each state the arrangements for cataloguing will depend upon the structure and organisation of the educational system, and the coverage of subjects and criteria for selecting materials must be locally determined. More or less standard procedures can, however, be followed for collecting and organising the data. It is, therefore,

* suggested that an international seminar should be held, bringing together those who are already preparing catalogues of educationally produced materials and those who are considering doing so in the near future. The aim should be to enable existing cataloguers to exchange experience with one another and to give guidance to those wishing to prepare catalogues for the first time. Hence, the seminar programme should be severely practical.

6. PROBLEMS OF BIBLIOGRAPHIC COMPATIBILITY

6.1 Record Format

6.1.1 Searching through a range of catalogues would be made easier by some compatibility of the nature and presentation of the information included in each item description ("record"). For this, agreement is needed on the structure of the record (that is, the set of data fields such as those containing the title, the medium, the technical description), and on the formulation of the data within each field.

6.1.2 Complete international record standardisation may not be possible, or even desirable. However, note should be taken of current initiatives by two UNESCO agencies:

(a) the Cataloguing Commission of the International Film and Television Council has been attempting for some time to reach international agreement on a "minimum list" of data fields, but difficulties have arisen from the heterogeneous composition of the Council and the diversity of needs of, say, educationists and broadcast television archivists;

(b) the International Federation of Library Associations has recently been asked to undertake a survey of world-wide developments in the cataloguing of non-book materials as a first step towards the eventual formulation of an International Standard Bibliographic Description for these materials, for endorsement by the International Standards Office (ISO). The description would specify both the data fields and the formulation of the data within them, and would presumably be compatible with that for books.

6.1.3 Quite properly, both these studies are approaching the problem mainly from the

bibliographic point of view. It is, however, desirable that specialist user needs should be taken into account, and the Steering Group may therefore wish to act on behalf of European educationists to this end. An
* appropriate step would be to convene a seminar of representatives of IFTC and IFLA, together with educationists and cataloguers of non-book materials for educational users.

6.1.4 The EUDISED Format will, if adopted, provide a framework for compatible cataloguing. (For full details the original document should be consulted: EUDISED Standards, Format, Character Representation 1973).

6.2 Classification

6.2.1 Subject classification schemes vary. It is doubtful whether international agreement on a single classification could be achieved, especially when each has its advocates. Probably this is an issue best avoided as being of secondary importance. Classification is mainly a means of determining filing order within a fixed-order catalogue; hence, a unique classification scheme is not essential for a computer file in which, if desired, each record can carry more than one class number and can be sorted on each number. In searching printed catalogues the user is less likely to be helped by class numbers than by a good subject index with plentiful added entries, based upon detailed content analysis.

6.2.2 Rather than becoming involved in controversies about the "best" classification scheme, it would be more profitable for the Steering Group to attempt through the network agencies to encourage cataloguers to improve the level of content analysis and subject indexing. At the same time, it would be useful to try to discourage cataloguers from using idiosyncratic schemes of purely local intelligibility.
* The seminar suggested in Sec. 6.1.3 might include consideration of these matters.

6.3. Language

6.3.1 Language differences give rise to problems relating to the three main components of a complete catalogue record:

(a) the technical description of the item (e.g., medium, physical characteristics, machine requirements);

(b) statements about educational use (e.g., level of student for which the item is intended, details of evaluation);

(c) the content statement.

6.3.2 The set of technical descriptors is quite small and the descriptors themselves are mostly unique or unambiguous. It would, therefore, be relatively simple to compile for circulation an equivalents list for the languages used in member states. The list would of course have to be adjusted regularly to take account of technical developments.
* This task could usefully be put in hand forthwith.

6.3.3 Educational statements pose a problem of a different kind. Not only are there many more of them; there are ambiguities both within and between countries. The aims and organisation of education have strong national characteristics, rooted in each nation's historical and cultural development and reflecting the social structure. This makes it difficult, if not impossible, to draw up a multi-lingual list of direct equivalents.

6.3.4 The EUDISED approach to the language problem has, therefore, been to attempt to compile a thesaurus in the form of a multi-lingual structured list which leaves intact in principle the national educational thesauri of the member states while endeavouring to provide multi-lingual entries to them. Thus, it can be regarded primarily as a set of national thesauri with a linking mechanism

for inter-lingual use. (By a thesaurus is meant a selected list of terms for use in information storage and retrieval, which exhibits hierarchic, associative or linguistic relationships between the terms. The terms can be divided into categories or facets according to the principle that the terms within each facet should all bear the same relationship to the main class of terms.)

6.3.5 The following note has been supplied by a member of the EUDISED Thesaurus Working Party, Mr. D.J. Foskett, Librarian of the University of London Institute of Education:

"The terms have been selected from a number of lists submitted by members of the Working Party, in English, French and German. The terms have been arranged in facets, which correspond approximately to the facets of the London Education Classification: Educands /learners/, Educational Institutions, Curriculum, Teaching Methods, Students Work, Teaching Profession, Psychology of Education, Administration, Sociology, History, Philosophy, Research. Within each facet there are several sub-facets, which amount to a series of sub-classifications of the facet. Within sub-facets, the terms are arranged in alphabetical order; under each term there is usually a set of additional terms which are Narrower Terms, Broader Terms, or Related Terms to the term used as the heading. In this way a structure of cross-reference is built into the list, so that it is in effect a combination of a classified series of groups of terms, with an alphabeitcal list of terms within each group. The faceted structure is intended to represent broadly speaking the logic of the subject. In addition, there is an alphabetical list of terms, indicating each facet or sub-facet within which that term may be found."

6.3.6 The English-French-German list has been published (Multi-lingual EUDISED Thesaurus in three volumes. Mouton Publishers, Paris and The Hague,

1974). Early preparation of Spanish and Italian versions is expected. It is clearly desirable that cataloguers in the relevant member states should begin to use the EUDISED Thesaurus as soon as possible. Therefore, it * is suggested that information about the Thesaurus, and the arguments for its use, should be sent by the Steering Group to the network agencies at an early date. This would provide a useful test of the Thesaurus, which currently has the status of a draft.

6.3.7 * Once sufficient experience has been gained, the Steering Group could usefully collaborate with the EUDISED project in convening a seminar to consider any necessary revision. This could take into account the further work recently put in hand by the Project on: a study of the concordances between the OECD Macrothesaurus and the thesauri of UNESCO, IBE and ERIC; and the linkage of these thesauri to the EUDISED Thesaurus. The rather specialised and conceptually-complex nature of educational technology requires that those working on the construction and modification of thesauri should have guidance from relevant experts.

6.3.8 Quite a different language problem arises in the case of the statement of the contents of an item. As education is concerned with the whole of human knowledge and endeavour, the set of descriptors is effectively infinite, and the compilation of a multi-lingual thesaurus is hardly practicable. Catalogue users will therefore have to rely on their ability to cope with foreign languages. In many cases, subject specialists will have an adequate working knowledge of the foreign terminologies relating to their particular fields of interests. As the international use of catalogues develops, some cataloguers may include foreign language summaries in their records, and this could be * actively encouraged by the Steering Group. The user would of course be helped if every catalogue were to use one of the major classification schemes (e.g., UDC) which have made a systematic attempt to cover all aspects of knowledge. At best, this is a long-term aim; it has already been referred to in Sec. 6.2.

7. THE USE OF COMPUTERS

7.1 A Computer-Based Network

It is suggested in Sec. 4.3.3 that eventually the communication network might make use of computers. The main problems that would require consideration are the process of creating an international data base in machine readable form, and the method of its exploitation. The choice in each case lies between centralisation and * decentralisation. The Steering Group is recommended to accept the thinking of the EUDISED Project, and to opt for co-ordinated decentralisation. According to this thinking, each member state would create from time to time machine readable data bases to meet national needs, but in such forms that the computer tapes would be interchangeable between members of the network. Each state could then acquire the tapes of other states and use them as desired within its own computer environment. Taken together, the tapes would constitute in course of time a comprehensive European data base that had been built up by the local collection and inputting of information, thus avoiding the need for a large central effort with all the difficulties that this would entail.

7.2 Current Technical Studies

7.2.1 It is unlikely that all national agencies would be willing or able to adopt precisely the same technical standards. However, it is possible for tapes to be used interchangeably as long as certain network standards are adopted that still leave considerable local freedom. The EUDISED Project was conceived of from the outset as a computer-based network; a working party has therefore already studied in some detail the technical issues involved, and has produced recommendations.

7.2.2 It should be noted that the studies are not concerned solely with information about non-book materials. In fact the comment is made that "the field of educational documentation

is not limited /to/ or even centred round one media type. Records for books and non-book materials will be generated and exchanged within the network ... In the long run a network standard which /is/ neutral to media type or field of study /is/ required." This is, of course, significant for educational technology, which is concerned equally with print and other media.

7.2.3 The Report covers the following schedule of network standards:

(a) Transmission Standards
  (i) record format
  (ii) magnetic tape
  (iii) tape labels
  (iv) character representation

(b) Bibliographic Standards
  (i) catalogue code
  (ii) filing rules
  (iii) classification systems
  (iv) indexing systems

(c) Code Standards
  (i) media identification codes
  (ii) language/country/institution codes
  (iii) standard item numbers

(d) Format Implementation Standards
  (i) full implementation
  (ii) basic implementation
  (iii) multi-level implementation
  (iv) single-level implementation

7.2.4 A draft implementation format is described, with three special characteristics:

(a) a primary "type of field" analysis;

(b) a structural analysis into levels (where required) within which a full range of tags or subfields can be used);

(c) options for a simplified version of the standards in respect of the use of levels and subfield code definitions which nevertheless offers a high degree of data element identification.

The format is currently open to further modifications and definitions.

7.2.5 To enable national data bases to be used inter-changeably, bridging computer software will also be required.

7.2.6 Attention is specially drawn to the following statement:-

"Systems Development

The development of bibliographic networks has been, almost without exception, unplanned, unsystematic and extremely inefficient. This is because -

1. data input and simple exchange systems are set up before serious attention is paid to standardization

2. exchange systems are designed before local handling systems

3. local systems are developed independently and in near isolation.

Some of these errors may have been inevitable in such a new area of development. The EUDISED network can, however, be regarded as a second generation system. It offers a unique opportunity to integrate the various systems elements to achieve balance and efficiency. This approach, though it may delay the first experimental exchange in the network, will enormously speed its development."

7.2.7 The following comment is also important:-

"In the preliminary planning phase attention has been concentrated on standards. Further progress in this area should involve the institutions that will form the network. It should therefore be concentrated in the next planning phase when the network takes shape".

7.3 First Steps

7.3.1 In view of the comments quoted above, the
* Steering Group is recommended to consider carefully how best to ensure that the application of computers to the processing of bibliographic data about non-book materials is properly planned and co-ordinated between member states. The activities already initiated by the EUDISED Project suggest that the Council of Europe may be accepted as the appropriate organisation to give the necessary lead.

7.3.2 In some member states agencies have already begun to use computers. Others are proposing to do so. It is therefore urgently desirable that the Steering Group should make the content and context of the EUDISED technical study
* known to all concerned. This could be done by the wide circulation of a special document, directed to cataloguers without a detailed understanding of computer techniques, written by or in collaboration with the EUDISED experts.
* Member states could then be invited to organise national seminars for cataloguers, centred on the document, and preferably with the participation of one of the experts. An international conference might then be convened to discuss the implementation of a computerised network.

7.3.3 Subsequent action would depend on the outcome
* of the seminars, but should probably include a European conference to plan the development of a computerised network.

7.3.4 The long-term perspective is of the Council of Europe network acting as a node in an even
* larger international network. It is therefore important to maintain close contact with UNESCO (International Film and Television Council and International Bureau of Education).

8. THE BROADER CONTEXT

8.1 The EUDISED Programme

8.1.1 Several references have been made to the work already carried out under the Council of Europe's Committee for Educational Documentation and Information for the development of a European Documentation and Information System for Education (EUDISED). The EUDISED Bureau has made detailed studies of the establishment of a Europenn information system covering all categories of educational information, and has proposed a network arrangement that has been fully taken into account in the present study. At its meeting in February 1974, the EUDISED Bureau decided to recommend a further programme of studies, including the following:

(a) organisation of national research and development communication systems within the framework of EUDISED, to include: case studies by Finland, France, Switzerland, U.K.; preparation of reports on organisation as being presently developed, with particular regard to establishment of computerised data bases, retrieval SDI services, general dissemination of information, centralised versus decentralised organisation, language problems in the utilisation of foreign material, feedback from teachers centres.

(b) application of the EUDISED Thesaurus to the indexing of reports of on-going research in France, Federal Republic of Germany, Netherlands, Sweden, U.K.; computer processing of the data by Maison des Sciences de l'Homme, Paris; publication of print-outs; retrieval experiments at Maison des Sciences de l'Homme; identification of practical problems related to the exchange of computer tapes.

(c) concordances between EUDISED and other educational thesauri (including UNESCO, IBE, ERIC).

8.1.2 Each of these studies has obvious relevance to the handling of information about non-book materials but, as mentioned in Sec. 8.2, the meeting decided to recommend the exclusion of a consideration of educational media. This

* underlines the desirability of a close and continuous working relationship between the Steering Group and the EUDISED project, possibly involving cross membership.

8.2 The Proposed European Institute

8.2.1 At its meeting, referred to in Sec. 8.1.1, the EUDISED Bureau decided not to recommend any work on the cataloguing of "educational media" as it understood that this was already being dealt with by the Steering Group for Educational Technology. Furthermore, the Bureau apparently assumed that advanced studies and technical developments in the computerised cataloguing of non-book materials would be financed from the budget of the proposed European Institute for the Promotion of Multi-Media Distant Study Systems in Higher Education.

8.2.2 This raises several questions:

(a) would the European Institute be concerned with the bibliography of non-book materials for all educational levels, or only for the higher education level? If the latter, who would take care of the lower educational levels?

(b) how would the necessary integration of book and non-book cataloguing be achieved?

(c) how could full co-ordination of technical standards be achieved, as the development of these standards is currently under the auspices of the EUDISED Bureau?

(d) who would undertake the preparation of the necessary exchange software, and who would meet the cost?

(e) in the planning of the European Institute, is full account being taken of the staff and funds required for the complex task of developing compatible national computer systems?

* It is recommended that these questions be considered at an early date by the Steering Group in close consultation with the EUDISED Secretariat and the Chairman of the EUDISED Working Party on Formats and Standards.

9. AN ACTION PROGRAMME

9.1 Preliminary Action

9.1.1 Throughout this study, actions have been identified that are necessary to rationalise and improve the existing information arrangements within and between member states. Many of these actions could be initiated at once, with a minimum of central administrative effort. It must be remembered that where information arrangements already exist they have their own developmental momentum and that as time passes they will, in the absence of intervention, become increasingly incompatible and difficult to co-ordinate.

9.1.2 * The Steering Group is, therefore, recommended to seek ways of putting these actions in train as a matter of urgency. A request might be made to the Council of Europe Documentation and Information Centre for Education to provide the requisite office services. Alternatively, or in addition, national organisations represented on the Steering Group could be asked to take charge of particular activities, with financial support from the Council of Europe to cover marginal costs.

9.2 Detailed Planning Study

9.2.1 An attempt has been made in the foregoing sections to take a first look at the structure of a feasible information network, and to signal some of the actions that ought to be taken to improve the existing situation. It has been argued that the network must evolve gradually. However, this evolution would be more likely to proceed satisfactorily if detailed studies were now made of:

(a) the needs of the potential users of the network;

(b) the potential members of the network and the facilities they can offer;

(c) the operational procedures of the network.

They should lead to as precise a definition as possible of the functional objectives of the network covering such issues as: the classes of users; the types of information required; the forms in which information is needed; the functions of each network node.

9.2.2 These studies, which will involve a good deal of effort, could possibly be carried out by the full-time officer whose appointment is suggested in Sec. 9.3.2. It would probably be * helpful to set up a planning committee under the chairmanship of a member of the Steering Group, with specialist members able to represent the more active user and information-providing interests in member states. The planning committee should be asked to estimate the cost of setting up and operating the network, and to make funding recommendations.

9.3 Central Co-ordination

9.3.1 The network is envisaged as a set, or group of sets, of autonomous nodes connected by a variety of communication channels whose nature would be determined by the classes of information required by the users. For the most part the network could probably function on a self-regulating basis, adjusted from time to time by the participants themselves. However, it will not come into being spontaneously; some form of central initiative is necessary. This has already been implicitly acknowledged by the Steering Group in commissioning the present study. Furthermore, the network will not be fully effective unless it adopts and adheres to a minimum set of bibliographic and operating standards, some of which have been mentioned in preceding sections.

9.3.2 A central mechanism is, therefore, required, capable of initiating and continuously co-ordinating the network, and helping it to develop according to circumstances. It is

unlikely that the mechanism need be large and elaborate, but full-time effort is certainly indicated. In the first place, it would
* probably suffice to appoint a full-time Information Network Co-ordinator. The work of the Co-ordinator should, of course, be entirely related to the needs of the users and providers of information. To ensure this
* he should be guided by an advisory committee representative of these two groups, possibly supported by sub-committees.

9.3.3 Stress has been laid throughout the study on the importance of ensuring that the network reflects as precisely as possible the realities of the situation. While careful initial investigation and planning is essential, it is equally essential that this should be followed by a build-up in stages based upon an iterative procedure of planning/implementation/further
* planning. The Information Network Co-ordinator should, therefore, be fully involved in planning from the outset. Indeed he should preferably be in post before the planning committee proposed in Sec. 9.2.2 commences its work.

9.3.4 The institutional location of the Co-ordinator is a matter for decision by the Steering Group. Among the possibilities are:-

(a) the Council of Europe's Documentation Centre for Education in Europe, Strasbourg;

(b) the proposed EUDISED Co-ordinating Centre, if different from (a);

(c) the proposed European Institute for the Promotion of Multi-Media Distant Study Systems in Higher Education (but see comments in Sec. 8.2);

(d) the Unesco International Bureau of Education, Geneva;

(e) an existing national organisation, with financial support.

* The Steering Group will no doubt wish to give

early consideration to the issues involved, as the location may affect the selection of the Co-ordinator.

9.4 Consultancy Service

9.4.1 If an international information system is to be based on the co-ordination of national information activities, the effectiveness of the network cannot be greater than the effectiveness of its individual national components. Hence, it is in the interests of all that the quality of each national activity should be as high as possible. Fortunately, information technology (including bibliography in the broadest sense) is already well developed and much expertise is available. It is not, therefore, necessary for each information and cataloguing agency in the field of non-book materials to devise its own solutions ab initio. Some of the agencies are working in contexts that provide them with the technical guidance and support that they need; but there will be organisations where for one reason or another this is not true.

9.4.2 Suggestions have been made in previous sections for the convening of seminars that, among other things, would provide such support. However, there is probably a need for more
* systematic arrangements. It is accordingly recommended that the Steering Group should establish a consultancy service that can be called upon by network agencies requiring advice and guidance at a level ranging from the creation of a printed list of materials to the computerisation of a complex catalogue. In its simplest form the service need be little more than the compilation, maintenance and dissemination of a register of expert consultants in member states able to give on-site advice. Some of these consultants could be drawn from the agencies listed in the appendix. The members of the International Federation of Library Associations could also be called upon,
* and the Association might be asked to administer the service.

9.4.3 At a later stage it might be appropriate to
* prepare a series of background documents and manuals of practice.

9.5 Contacts with Agencies and producers

The network will depend upon the willing and active co-operation of all the national information agencies that have a contribution to make, and of the major commercial producers of materials.

To achieve this it is desirable that they should be fully brought into the picture from the beginning, and should be kept informed of developments at every stage. If this is done properly, they will undoubtedly have much to give in planning and implementation.

To this end, it is suggested that:-

* (a) all enquiries made in the detailed planning study (Sec. 9.2) should be accompanied by a memorandum explaining the background and showing how the proposed network would be of value to all member states. (Care was taken when circulating the enquiry described in the Appendix to give a brief account of the purpose);

* (b) initial plans should be circulated in draft as widely as possible to give all potential participants full opportunity to express their views and to offer detailed advice from their local points of view;

* (c) once the network is operating, at however modest a level, a regular newsletter should be circulated;

* (d) seminars and conferences should be convened from time to time so that matters of substance can be collectively considered.

Great importance should be attached to these activities for the reason already given. Furthermore, if they are suitably organised they can lead to improvements in the practice of the participants and can help to develop the standardisations that the network will eventually depend upon.

A P P E N D I X

BEST COPY AVAILABLE

PILOT STUDY OF NATIONAL INFORMATION AGENCIES

A pilot study has been put in hand of national information agencies that might be willing to participate in the proposed communication network, in the first place by inclusion in a directory.

An enquiry has been sent to those agencies about which some information is already available; but to ensure the fullest possible coverage, member governments have also been asked to pass on the enquiry as they think fit. Copies of the enquiry documents are reproduced below to indicate its scope.

Collection of data in this way is inevitably a protracted exercise. Accordingly, in order to meet the prescribed deadline for the submission of the present report, a summary of the findings will be separately provided at a later date.

CET COUNCIL FOR EDUCATIONAL TECHNOLOGY

EUROPEAN NETWORK FOR COMMUNICATION OF INFORMATION ABOUT AUDIO-VISUAL MATERIALS SUITABLE FOR EDUCATIONAL USE: COUNCIL OF EUROPE PILOT STUDY

EXPLANATORY NOTE

1. A pilot study is being made for the Council of Europe of the feasibility of creating a European communication network through which teachers and lecturers in schools, colleges, universities and specialist institutions could obtain objective information about films, slides (diapositives), television recordings and other audio-visual materials produced in any of the member states and that they might find useful in their work.

2. The formal education system (compulsory schools, further and higher education) is making increasing use of audio-visual materials, frequently in association with printed matter. The trend is likely to increase.

3. There are various sources of suitable materials: commercial publishers, semi-commercial producers or sponsors, teaching institutions and educational centres serving such institutions. In the first two cases, the materials may not have been produced with an educational use in mind but may, nevertheless, have educational potential.

4. The nature of audio-visual materials is such that production is often complicated and costly, frequently requiring team effort. Some items are unique and irreplaceable. Hence, it is important that teachers and course developers should have the widest possible access to all suitable materials, whatever their provenance.

5. The cultural content or educational design of some of the materials is such that they cannot satisfactorily be used outside the intended situation. However, many are sufficiently culture-free or generalised in their design to be useful in a variety of situations. Moreover, language is often of secondary importance in visual materials. Hence, the international use of many audio-visual materials is feasible.

COUNCIL FOR EDUCATIONAL TECHNOLOGY FOR THE UNITED KINGDOM
160 Great Portland Street London W1N 5TB telephone 01-580/7553/4
telegrams Edtech London W1

CET COUNCIL FOR EDUCATIONAL TECHNOLOGY

EUROPEAN NETWORK FOR COMMUNICATION OF INFORMATION ABOUT AUDIO-VISUAL MATERIALS SUITABLE FOR EDUCATIONAL USE: COUNCIL OF EUROPE PILOT STUDY -- REPORT FORM

1. Title of Organisation: _____

2. Address: _____

_____

3. Telephone and Telex: _____

4. Controlling Body: _____

5. Which Audio-Visual media are covered? _____

_____

6. Which educational subjects? _____

_____

7. For what ages of students? _____

8. Who produces the materials?

Commercial or semi-commercial organisation? _____

Educational establishments? _____

9. Is a catalogue published? _____ (If so, please answer also Questions 14-27)

10. Can the organisation help obtain copies of the materials? _____

11. Further information about the information services provided. (Please enclose leaflet, if available)

_____

_____

12. May the details reported here be included in a limited-circulation directory? _____

13. Form completed by: (Name) _____

(Position) _____

(Date) _____

COUNCIL FOR EDUCATIONAL TECHNOLOGY FOR THE UNITED KINGDOM
160 Great Portland Street London W1N 5TB telephone 01-580 7553/4
PLEASE RETURN TO: Mr. L.A. Gilbert, Assistant Director

14. Title of catalogue(s) : _____

15. Name and address of compiling agency: _____

16. Available from: _____

17. Frequency of publication: _____

18. Date of latest issue: _____

19. Price: _____

20. Average number of items per issue: _____

21. Intended users of catalogue: _____

22. Materials covered:
    (a) Which media? _____
    (b) Which educational subjects? _____
    (c) For what ages or levels of students? _____
    (d) By whom produced? _____
    (e) How are the items selected? _____
    (f) Are evaluations available? _____

23. What data are given for each item:
    (a) Title? _____
    (b) Author? _____
    (c) Publisher or distributor? _____
    (d) Terms of release? _____
    (e) Technical details? _____
    (f) Summary of contents? _____
    (g) Student level? _____
    (h) Educational evaluation? _____

24. How are the records classified? _____

25. Is there a subject index? _____

26. Is the catalogue produced by computer? _____

27. Please provide a copy of the catalogue if possible. Otherwise a copy of a typical record.

E U D I S E D

EUROPEAN DOCUMENTATION AND INFORMATION SYSTEM FOR EDUCATION

PUBLICATIONS :

EUDISED 1969 : General Feasibility Study

Vol. I. Report of the Working Party on the Application of Computer Techniques to Educational Documentation ani Information (51 p.)
Rapporteur : Dr. Kurt Spangenberg

Rapport du groupe de travail sur l'application des techniques d'ordinateur à la documentation et à l'information pédagogiques (52 p.)
Rapporteur : Dr. Kurt Spangenberg

Vol. II. National Reports (124 p.)
France, Federal Republic of Germany, Netherlands, Sweden, United Kingdom, U.S.A., U.S.S.R.
Bilingual

Vol. III. Technical studies (129 p.)

Price, A.G.	:	Compatibility of computer systems
Sträter, H.H.	:	Problems of thesaurus construction for education
Coates, E.J.	:	Computer handling of social science terms and their relationships
Peston, M.H.	:	Cost-benefit analyses : procedures and applications
Thompson, G.K.	:	Cost estimates for bibliographical searching in a social science information system
Hutmacher, W.	:	Electronic recording of educational data in the canton of Geneva

in English only

EUDISED 1971 : Technical Feasibility Study

Vol. I. Report of the Steering Group 1971 (40 p.)
Rapporteur : Jean Viet

Rapport du Groupe Directeur 1971 (43 p.)
Rapporteur : Jean Viet

Vol. II. Technical Studies 1971 (203 p.)

Lövgren, E. & Marklund, S. : Documentation and information diffusion on educational research, development and innovation

Thompson, G.K. : Abstracting services in education and the social sciences

Viet, J. : Problems in compiling the multilingual EUDISED Thesaurus

Linford, J.E. : Problems of standardisation in the recording of nonbook material

Spangenberg, K. : The organisation of a decentralised network for the exchange of educational information at the European level

In English only

EUDISED 1973 : Format and Thesaurus

Standards, Format, Character Representation 1973 (126 p.)

Coward, R.E. : Report of the Working Party on EUDISED formats and standards

Linford, J.E. : Draft EUDISED format

Bernhard, R. : Character sets and character representation for the EUDISED network

also available in French; German version in preparation

Thesaurus 1973

EUDISED Multilingual Thesaurus 1973, English, French and German versions published by MOUTON Publishers, Paris and The Hague (416 p.)
on sale in bookshops, price £4.50, FF48.-, DM29.-

EUDISED Thesaurus Multilingue 1973, Versions anglaise, française et allemande publié par MOUTON Editions, Paris et La Haye (416 p.)
en vente dans les librairies, prix £4.50, FF48.-, DM29.-

EUDISED Mehrsprachiger Thesaurus 1973, Englische, französische und deutsche Ausgabe, Verlag MOUTON, Paris und Den Haag (416 S.)
im Buchhandel, £4.50, FF48.-, DM29.-

All EUDISED Publications - apart from the Thesaurus - may be obtained free-of-charge on request from the :

Documentation Centre for Education in Europe
Council of Europe/Conseil de l'Europe
67006 Strasbourg Cedex
FRANCE.